



DEPARTMENT OF AGRICULTURE
WASHINGTON

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1/4/37
H

January 1, 1937

MEMORANDUM NO. 706

Resettlement Administration

FILED

★ JAN 6 - 1937 P

Please return to the
Secretary's File Room

Pursuant to the authority delegated to me in Executive Order No. 7530 , dated December 31, 1936, it is hereby ordered that the Resettlement Administration will operate as a separate unit of the Department under the direction of the Secretary of Agriculture, and all authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby continued through March 31, 1937.

The administrative officers of the Resettlement Administration are hereby authorized and directed to utilize the services of the present personnel and the funds, books, files, records, papers, equipment, and all other property of the Resettlement Administration.

This order shall be effective for a period of not to exceed **ninety** days unless otherwise ordered by me.

H A Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

★ JAN 6 - 1937 P

Please return to the
Secretary's File Room

January 1, 1937

MEMORANDUM NO. 707

CONSOLIDATION OF LEGAL WORK.

Effective at once and in conformity with the practice otherwise obtaining in the Department of Agriculture, the legal work of the Resettlement Administration will be performed under the supervision and direction of the Solicitor of the Department.

The personnel and the books, files, records, papers, and equipment and all other property of, or pertaining to, the legal division, Resettlement Administration, are transferred to the

Department.

The date of this memorandum was changed from January 4 to January 1 by verbal direction of Mr. Wenchel. Mr. Wenchel advises that Mr. Appleby approved the change in date.

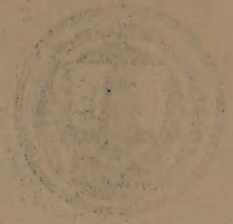
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Secretary.

1/7/37

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DEPARTMENT OF AGRICULTURE
WASHINGTON



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The date of this document was changed from January 4 to January 1 by verbal instruction of Mr. Tolson, Mr. E. A. Tamm, and Mr. Clegg.	
INITIALS	NOTE AND RETURN
SIGNATURE	RECOMMENDATION
ATTENTION	MEMORANDUM



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

★ JAN 6 - 1937 P

Please return to the
Secretary's File Room

January 1, 1937

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Hawalan

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



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Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

Memorandum for Mr. Appleby.

Dear Mr. Appleby:

Following the meeting called by you on Saturday, December 19, 1936, conferences were held between representatives of this office and the General Counsel's Office of the Resettlement Administration. As a result of these conferences, it has been arranged that the legal division of the Resettlement Administration, with the exception of one section, will be presently set up as a division in the Solicitor's Office of the Department, with Mr. Monroe Oppenheimer, the present General Counsel, in charge of the division.

The present legal division of the Resettlement Administration is composed of five sections, as follows: Land Utilization, Rural Rehabilitation, Land Title, Community Management, and Community Resettlement. In addition to the General Counsel, there are two Assistant General Counsels. The Land Title Section will be immediately transferred to the Land Acquisition Division of the Solicitor's Office. The other sections, as stated above, will be transferred to the Solicitor's Office as one division, with Mr. Oppenheimer in charge of the division and the two present Assistant General Counsels as his assistants. The present heads of the sections will remain in charge. The regional offices, previously established by the General Counsel, will be under the supervision of the chief of the new Resettlement Division of this office.

The non-professional personnel of the General Counsel's Office will remain in the same relative positions and will perform the same duties, under the supervision of the Chief Clerk of the Solicitor's Office.

Consideration was given to the possibility of dividing the functions of the respective sections of the General Counsel's office and absorbing them in the present organization of the Solicitor's Office, but this was discarded in favor of bringing over the entire office, with the exception of the Land Title Section, as a unit, since it was believed that this arrangement would more easily lend itself to administering the legal work of the Resettlement Administration without undue confusion in the beginning. It is intended later, as the situation develops, gradually to absorb these functions of the several sections of the legal division of the Resettlement Administration in the existing divisions of the Solicitor's Office, wherever this can be done in order to make the work of the office more efficient. While no definite statement on the point can be made at this time, it is believed that, after the process of absorption referred to in the preceding sentence has been completed, the remaining functions and personnel of the present General Counsel's Office can be vested in, and organized into, two, or possibly three, new and permanent divisions of this office, which will handle Resettlement matters.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

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Under the arrangement above outlined, the merger of the two offices can take place at any time now without interfering in the slightest degree with the normal and proper functioning of either office.

Attached is a proposed form of memorandum for the signature of the Secretary, designed to carry out the above arrangements. This form, with the exception of an added paragraph transferring the personnel, books, and so forth, to the Office of the Solicitor, is identical to the form used by the Secretary in the consolidation of the General Counsel's Office of the Agricultural Adjustment Administration and the Solicitor's Office of the Department.

Very truly yours,

Martin E. White

Solicitor.

Enclosure.

Decisions having been reached, Mr. Allison will be responsible for properly advising the other Bureau and for taking such action as in his judgment may seem necessary to insure that the policies of the Forestry and the Director of Forestry Conservation Work are carried out.

In compliance with the above plan, the Chief of each of the following Bureaus is requested to assist Mr. Allison who will represent the Department in the proposed Committee:

Bureau of Conservation Service, Bureau of Entomology and Plant Quarantine, Bureau of Agricultural Engineering, Bureau of Animal Industry, Bureau of Horticulture and Plant Quarantine, and Bureau of Forest Industries.

H. A. W. [Signature]

Secretary.

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Very truly yours,

W. H. White
Solicitor.

Enclosure.

giles
ECW
Supervision

FILED
★ JAN 8 1937 B
Please return to the
Secretary's File Room

Order 357-1-7-37
January 4, 1937. *(P)*

MEMORANDUM NO. 708

Departmental Emergency Conservation Work Committee.

Some question has arisen regarding representation of the Bureaus in the Department participating in ECW on Mr. Fechner's Advisory Council. The Executive Order of April 5, 1933, provided that the Secretary of War, Interior, Labor and Agriculture should each designate a representative to serve for their respective Departments on the ECW Council. In accordance with the terms of the Executive Order, I designated Major Stuart, then Chief of the Forest Service, to represent the Department and when Mr. Silcox succeeded Major Stuart, he was in turn designated.

Mr. Silcox is on the ECW Council, not in his capacity as Chief of the Forest Service, but as my personal representative for the Department of Agriculture. His duties in that capacity are to properly represent the Department in all matters having to do with ECW excepting as may be otherwise arranged between him and me or the acting Secretary.

In order that all Bureaus participating in the Emergency Conservation Work project may be provided opportunity for representation and so that Mr. Silcox may have the benefit of their advice, I am requesting that the Chief of each Bureau participating in Emergency Conservation Work name a representative to serve on a Departmental Emergency Conservation Work Committee. This Committee will be called together from time to time, as exigencies of the work require, by Mr. Silcox or Mr. Morrell, who assists him in ECW, for the purpose of advising on any matters which require the Committee's attention.

Decisions having been reached, Mr. Silcox will be responsible for properly advising the other Bureaus and for taking such action as in his judgment may seem necessary to insure that the policies of the President and the Director of Emergency Conservation Work are carried out.

In accordance with the above plan, the Chief of each of the following Bureaus is requested to advise Mr. Silcox who will represent him on the Departmental Committee:

Soil Conservation Service, Bureau of Biological Survey, Bureau of Agricultural Engineering, Bureau of Animal Industry, Bureau of Entomology and Plant Quarantine, and Bureau of Plant Industry.

H. A. Waller

Secretary.



DEPARTMENT OF AGRICULTURE

★ FEB-4 1937

WASHINGTON

January 29, 1937

MEMORANDUM NO. 709

Communications for Consideration of Committees
of the U. S. House of Representatives

The Speaker of the House of Representatives has called attention to Rule XLI of the House, which reads as follows:

"Estimates of appropriations and all other communications from the executive departments intended for the consideration of any committees of the House, shall be addressed to the Speaker, and by him referred as provided by clause 2 of Rule XXIV."

The Speaker has pointed out that the practice which has grown up in recent years of the heads of Departments addressing communications involving matters of legislation to the Chairmen of certain committees has been responsible for some confusion in the matter of committee jurisdiction. In the case of this Department, requests for the introduction of bills are the type of communication principally involved.

Hereafter all communications intended for the consideration of any committee of the House should be addressed to the Speaker, except that communications received directly from chairmen of committees of the House, including requests for reports on pending legislation, may be answered by replying directly to the chairmen of such committees. Communications relating to amendments or other matters pertaining to legislation previously referred to or pending before the committees of the House may also be addressed to the chairmen of such committees.

As required by Department Memorandum 683, "Clearance of Recommendations and Reports on Legislation", all correspondence pertaining to legislation will be prepared for the signature of the Secretary.

Harry L. Brown
Acting Secretary

The Speaker of the House of Representatives has called attention

"Estimates of a proposition and all other communications from the executive departments intended for the consideration of any committee of the House, shall be addressed to the Speaker, and will be referred as provided by clause 2 of rule XXIV."

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Hereafter all communications intended for the consideration of any

committee of the House should be addressed to the Speaker, except that

communications received directly from chairmen of committees of the House,

including requests for reports on pending legislation, may be addressed by

letter to members or other persons pertaining to legislation

and the committee of the House may also be

addressed to the chairman of such committee.

As required by standing order of the House, the Speaker has

and reports on legislation, and the committee of the House may also be

addressed to the chairman of such committee.



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

FILED

★ FEB 8 1937 B

From letter to the
Secretary's File Room

~~January~~, 1937.

February 2, 1937.

MEMORANDUM NO. 710

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, Dr. Will W. Alexander, as Administrator of the Resettlement Administration of the Department of Agriculture, and, in the event of his absence, Mr. C. B. Baldwin, as Deputy Administrator, are hereby authorized to perform on my behalf the following powers and functions:

1. To issue "Administration Instructions," which shall consist of routine procedural matters. (These instructions shall not formulate the general policy to be followed by the various divisions of the Resettlement Administration nor deal with their organization and functions, and shall not make any delegations of power or authority).
2. To issue "Administration Notices," which shall consist of announcements of a temporary nature which are of general application.
3. In connection with approved projects, and in accordance with approved project plans, to authorize necessary adjustments in project budgets.
4. In connection with approved projects, and in accordance with approved project plans, to execute leases of land leasing part of a Resettlement Administration project to cooperative associations comprising homesteaders.
5. To execute notices of termination of tenancy under tenure agreements, in cases where authority to execute such notices has not been delegated to Regional Directors.
6. In connection with approved projects, and in accordance with approved project plans, to execute construction contracts,



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leases, agreements with utilities, and, with the exception of agreements for the payment by the United States of sums in lieu of taxes and easements which require the approval of the President, to execute easements and agreements with States and political subdivisions thereof.

7. In accordance with applicable Administration Orders, to approve the making of loans to individuals for participation in community or cooperative associations or to acquire property or services jointly or individually for joint use, as authorized by Executive Order No. 7143, in amounts not in excess of \$25,000 for any one association, group or individual; in connection therewith to execute necessary legal instruments, to prescribe the requisite security and the terms and conditions upon which the loans will be made and to perform such functions in connection with such loans as are specified in Administration Order No. 41, Revision 1, paragraph 7b; and to redelegate this authority.
8. In accordance with applicable Administration Orders, to approve the making of loans to community or cooperative associations or other bona fide group agencies as authorized by Executive Order No. 7143 in amounts not exceeding \$25,000 to any one such association or agency; in connection therewith to execute necessary legal instruments, to prescribe the requisite security and the terms and conditions upon which the loans will be made and to perform such functions in connection with such loans as are specified in Administration Order 41, Revision 1, paragraph 7b; and to redelegate this authority.
9. To exercise all powers not involving the determination of general policies, with respect to loan agreements or other legal instruments entered into with any community or cooperative associations or other bona fide group agencies.

HA W Allen

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

*Ordered
JAN 29 1937
424
1/3/37*

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

There is attached hereto a proposed memorandum authorizing the performance of certain functions by Dr. Alexander as Administrator of the Resettlement Administration, and, in the event of his absence, Mr. Baldwin as Deputy Administrator.

This memorandum has been approved by Dr. Alexander and Mr. Baldwin. Its form has likewise been informally approved by the Office of the General Counsel of the General Accounting Office. It is my opinion that the memorandum is in proper legal form and that there are no legal objections to its execution.

Respectfully,

Martin G. White

Solicitor.

Attachment.

*This memorandum
pls furnish a copy to this
office when executed by the
Secy. and*

There is attached hereto a proposed memorandum setting
forth the performance of certain functions by Mr. Alexander
as Administrator of the Research Council, and in the event of his absence, Mr. Baldwin as Administrator.

Mr. Baldwin has been relieved of his duties as Administrator of the Research Council of the United States, and his duties are being performed by Mr. Alexander. It is requested that you advise the Board of Directors of the Research Council of the United States of this change.



FILED

DEPARTMENT OF AGRICULTURE
WASHINGTON

★ FEB 16 1937 M

Please return to the
Secretary's File Room
MEMORANDUM NO. 711

February 12, 1937.

*Ordered Sec.
no 450
2/13/37
(R)*

Consolidation of Supply Work
of the Resettlement Administration

To further effectuate the purposes of the legislative requirement "that the facilities of the central storehouse of the Department shall to the fullest extent practicable be used to make unnecessary the maintenance of separate bureau storehouse activities in the Department," the consolidation of the supply work, except printed forms, of the Resettlement Administration with the activities of the Central Supply Section of the Department is hereby directed and the provisions of the Secretary's Memorandum No. 706, dated January 1, 1937, authorizing the continuation of procedures in vogue in the Resettlement Administration, are amended accordingly.

To accomplish this consolidation the stocks maintained by the Resettlement Administration in Washington, D. C. shall be liquidated as rapidly as possible. To expedite this action the Chief, Central Supply Section, shall, in so far as possible, obtain materials required for stock replacement from the supplies maintained by the Resettlement Administration. Payment for materials so obtained shall be provided by transfers of funds.

As rapidly as the stocks maintained in Washington, D. C. by the Resettlement Administration are depleted, responsibility for the purchase, storage and issue of such materials including the shipment of supplies to the field in accordance with existing practices shall be assumed by the Central Supply Section.

To make it possible for the Central Supply Section to handle the largely increased volume of business resulting from this consolidation, there shall be transferred to the Central Supply Section from the stocks maintained by the Resettlement Administration common supplies in amounts representing a current market value of \$50,000. The stocks so transferred shall become a part of the general inventory of the Central Supply Section.

The procedures authorized herein shall be effective immediately.

Harry L. Brown
Acting Secretary.

Ordered
no. 427
3/3/77
(2)

FILED

★ MAR 6 1937 - EB
Please return to the
Secretary's File Room

(Department of Agriculture Poultry Committee)

I am asking Dr. J. R. Mohler, Chief of the Bureau of Animal Industry, to serve as Chairman of this Committee, and I am naming as members of the Committee to serve with him, the following:

XX
XX
XX

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

FEB 11 1937

MEMORANDUM FOR MR. PAUL H. APPLEBY,
Assistant to the Secretary.

Dear Mr. Appleby:

With reference to your memorandum of February 8, we nominate as representative of this Administration on the departmental poultry committee, Mr. W. D. Termohlen, Chief of the Poultry Section, Division of Marketing and Marketing Agreements.

After talking the matter over with Mr. Termohlen, I would suggest that the effectiveness of this committee would be increased considerably by including representatives respectively of the Food and Drug Administration and of the Bureaus of Chemistry and Soils and Home Economics.

Very truly yours,


H. R. Tolley,
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

February 13, 1937.

MEMORANDUM FOR MR. APPLEBY.
Assistant to the Secretary

Dear Mr. Appleby:

We agree fully with the suggestion set forth in your memorandum of February 8 that a Departmental Poultry Committee be established as a point of contact with that industry and the public. Such a committee should serve to produce greater coordination of the poultry work of the Department.

If such a committee is established, we suggest that this Bureau be represented by Mr. Rob R. Slocum of the Division of Dairy and Poultry Products. We also suggest that consideration be given to representation by the Bureau of Home Economics, the Bureau of Chemistry and Soils, the Food and Drug Administration, and the Commodity Exchange Administration. The Commodity Exchange Administration will be a new point of departmental contact by reason of its regulation of future trading in eggs.

I would like to suggest also that consideration be given to the designation of Mr. Termohlen of the Agricultural Adjustment Administration as chairman of such a committee. Mr. Termohlen occupies a rather neutral position in the poultry work of the Department. In all probability, he will be selected to serve as Executive Secretary of the Interdepartmental Poultry Committee in connection with the World Poultry Congress. His work in that capacity will give him close contact with the industry during the next two years at least, and there would seem to be logic in the suggestion that the industry have the same point of contact so far as the poultry work of the Department is concerned.

Very truly yours,


A. G. Black
Chief of Bureau.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
LABORATORY OF ORGANIC CHEMISTRY

1955-1956

RESEARCH REPORTS

Volume 1

1. The synthesis of new compounds
2. The study of the properties of these compounds
3. The determination of the structure of these compounds

4. The study of the reaction of these compounds
5. The determination of the rate of reaction of these compounds
6. The study of the mechanism of reaction of these compounds

7. The study of the effect of temperature on the reaction of these compounds
8. The study of the effect of concentration on the reaction of these compounds
9. The study of the effect of solvent on the reaction of these compounds

10. The study of the effect of catalyst on the reaction of these compounds

11. The study of the effect of pressure on the reaction of these compounds

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO

D-1.093

February 12, 1937.

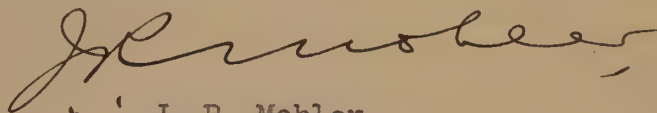
MEMORANDUM FOR MR. PAUL H. APPLEBY
Office of the Secretary.

Dear Mr. Appleby:

Reference is made to your memorandum of February 8 relative to the appointment of a person in this Bureau to serve on a departmental poultry committee, the purpose of which is to act as a point of contact for all persons desiring information on poultry. The name of Mr. Berley Winton of our poultry office is submitted as the representative of this Bureau.

Because of the fact that work dealing with some phase of poultry is being conducted in their units, it is suggested that the Bureau of Home Economics and the Bureau of Chemistry and Soils should be considered for representation on this committee.

Very truly yours,


J. R. Mohler
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
HGK-EEW BUREAU OF CHEMISTRY AND SOILS
WASHINGTON

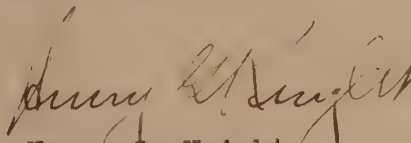
February 16, 1937.

MEMORANDUM FOR MR. PAUL H. APPLEBY

My dear Paul:

In reference to your memorandum of February 8, concerning the appointment of a departmental poultry committee to serve as a point of contact for all persons who want to simplify their requests for information and action in fields having to do with poultry, I would suggest T. L. Swenson from this Bureau.

Very sincerely yours,


Henry G. Knight,
Chief of Bureau.

...In reference to ...
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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND DRUG ADMINISTRATION
WASHINGTON, D. C.

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

FEB 24 1937

Dr. Mr. Appleby:

Reference is made to your memorandum of February 8 concerning the appointment of a departmental poultry committee to serve as a point of contact for all persons who want to simplify their requests for information and action in fields having to do with poultry.

Since this Administration, in the enforcement of the Food and Drugs Act and the Insecticide Act, is interested in treatments advocated for poultry diseases and parasites, as well as interstate shipments of poultry and poultry feeds, it is suggested that our veterinarian, Dr. H. E. Moskey, serve on the committee in question.

Very truly yours,



Chief

Enclosure
cc this ltr

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1215 EAST 58TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO

LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
WASHINGTON, D. C.

February 17, 1937.

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary.

Dear Mr. Appleby:

I am in receipt of your memorandum of February 8 asking for the appointment of a Bureau representative on the departmental poultry committee. I am appointing Dr. Florance King as our representative.

Sincerely yours,

Louise Stanley

Louise Stanley
Chief.

LS:KO



UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF EXTENSION WORK
WASHINGTON, D. C.

February 10, 1937

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

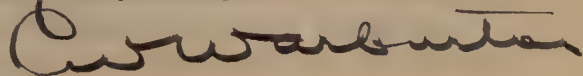
Dear Mr. Appleby:

Replying to your memorandum of February 8, I would like to suggest that if a Departmental poultry committee is appointed Mr. H. L. Shrader, Extension Poultryman, be named to represent the Extension Service.

In addition to the Bureaus indicated in your memorandum I am wondering if possibly the Bureau of Home Economics should not be included because of their interest in poultry products from a nutrition standpoint.

The Bureau of Agricultural Engineering has a minor interest from the viewpoint of preparation of plans for poultry houses and equipment but possibly not sufficient to warrant appointing on the committee.

Yours very truly,



C. W. Warburton,
Director of Extension Work.

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Yours very truly,



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF EXPERIMENT STATIONS
WASHINGTON, D. C.

February 10, 1937.

Handwritten notes:
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MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

Dear Mr. Appleby:

With reference to your memorandum of February 8 regarding a departmental poultry committee, I wish to designate H. W. Marston, Senior Animal Husbandman of the Office, to represent the Office on that committee.

In response to your inquiry as to other bureaus of the Department which should be represented on the departmental committee on poultry, it is my suggestion that the Bureaus of Chemistry and Soils and Home Economics be given an opportunity to appoint members. As you know, the former Bureau carries on extensive studies in connection with the keeping quality of eggs and poultry as related to their chemical properties, and the latter Bureau is studying the nutritive properties of eggs and poultry.

Very truly yours,

James J. Garding
Chief,

Office of Experiment Stations.

Handwritten notes at bottom left:
Marston
black
Marston
Husbandman



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

In Appleby:

February 8, 1937

MEMORANDUM FOR: Dr. J. R. Mohler, Chief, BAI
Mr. H. R. Tolley, Administrator, AAA
Dr. A. G. Black, Chief, BAE
Mr. C. W. Warburton, Director of Extension
Mr. J. T. Jardine, Chief, Ofc. of Exp. Stations
Mr. M. S. Eisenhower, Director of Information ✓

The Secretary has under consideration the appointment of a departmental poultry committee to serve as a point of contact for all persons who want to simplify their requests for information and action in fields having to do with poultry.

Would you care to suggest a person in your organization for membership on this committee, and also indicate other bureaus or individuals who ought particularly to be considered for places?

Paul
Paul H. Appleby
Assistant to the Secretary

*Believe Ernest Moore, Assistant to
Dir. of Info. would be a
good member. He would
keep us in touch with
the poultry activities of the
Dept.*
AST



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

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Please return to
the Secretary's File Room

December 19, 1940

MEMORANDUM NO. 712, Supplement No. 2

Departmental Poultry Committee

This is to announce that the Secretary has appointed Miss Dorothy E. Shank of the Bureau of Home Economics and Mr. A. R. Lee of the Bureau of Animal Industry to serve as members of the Departmental Poultry Committee.

James L. McClamy
Assistant to the Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

January 10, 1940.

MEMORANDUM NO. 712, Supplement No. 1.
(~~Amendment to Memorandum No. 712~~)

Additional Members to Department Poultry Committee

In accord with recommendations from Doctor Mohler, Chairman of the Department Poultry Committee, established in Memorandum No. 712, dated March 2, 1937, I am naming Mr. John J. Scanlan of the Farm Credit Administration, Mr. O. W. Meier of the Rural Electrification Administration, and Mr. J. J. Riggle of the Farm Security Administration to serve as additional members of that Committee.

Mr. William K. Charles of the Office of Information is to replace Mr. E. G. Moore, who recently transferred to the Bureau of Plant Industry.

Grover B. Hill
Acting Secretary.

*Ordered
no 839
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PLEASE REFER TO THE
Secretary's File Room

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

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ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO

A-

January 6, 1940.

Memorandum to the Secretary

Dear Mr. Secretary:

It seems most desirable to expand the membership of the Department Poultry Committee to include representatives from the Farm Credit Administration, Rural Electrification Administration, and the Farm Security Administration. In each of these Administrations certain work is carried on which touches upon the poultry industry. We have contacted officials in each of these Administrations and received their recommendations as to persons to serve as their representatives. The persons recommended to us are: Mr. John J. Scanlan, Farm Credit Administration; Mr. O. W. Meier, Rural Electrification Administration; and Mr. J. J. Riggle, Farm Security Administration.

As you know, E. G. Moore who has represented the Office of Information on our Committee has recently been transferred to the Bureau of Plant Industry. As Mr. Moore's successor the Office of Information has recommended William K. Charles.

I recommend these appointments and am attaching a suggested amendment to Memorandum 712.

Very truly yours,

J. R. Mohler
J. R. Mohler,
Chief of Bureau.

Inclosure

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Regn. 4080
Dated 1-9-43

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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January 8, 1943.

MEMORANDUM NO. 712, REVISED

Department Poultry Committee

The Department Poultry Committee will serve as a central point of reference for matters relating to poultry which concern more than one agency of the Department. The Committee will also act as an advisory body for the consideration of the Department's poultry program, and will facilitate interchange of information among the agencies of the Department concerned.

The following persons are appointed members of the Committee:

J. R. Mohler	Agricultural Research Administration, Chairman
W. D. Termohlen	Food Distribution Administration
Herbert C. Kriesel	Bureau of Agricultural Economics
A. W. Manchester	Food Production Administration
H. W. Marston	Agricultural Research Administration
Daniel W. Teare	Rural Electrification Administration
H. L. Shrader	Extension Service
W. K. Charles	Office of Information

The Committee may establish such subcommittees as it sees fit.

Paul H. Appleby
Under Secretary

10

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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March 26, 1937

Please return to the
Secretary's File Room

MEMORANDUM NO. 713

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, as amended by Executive Order No. 7557, dated February 19, 1937, the Administrator of the Resettlement Administration is hereby authorized:

1. To execute leases, contracts and cooperative agreements covering the use for grazing purposes of lands acquired in connection with approved land utilization projects located outside of Taylor Grazing Districts. These leases, contracts and cooperative agreements shall be with local grazing organizations, (which may be associations or other bona fide group agencies, incorporated or unincorporated), which are engaged or propose to engage in bona fide cooperative grazing activities for the mutual benefit of their members.
2. To make all arrangements necessary to effectuate the terms and conditions of the Memorandum of Understanding between the Resettlement Administration and the Department of the Interior, dated October 1, 1936.
3. To issue appropriate instructions in regard to the procedure for handling the details involved in the exercise of the foregoing authority.

The Administrator of the Resettlement Administration may delegate to the Assistant Administrator in Charge of the Land Utilization Division any or all of the foregoing authority.

H. Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

MAR 24 1937

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The proposed memorandum, authorizing the Administrator of the Resettlement Administration to execute grazing agreements, was prepared and signed before submitted to this office.

The substance of the memorandum has my approval, but its form could be considerably improved for purposes of clarity. Inasmuch as the memorandum has not yet been released I am enclosing a revision and recommend that it be substituted for the original.

Sincerely yours,

Martin G. White

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO



WASHINGTON

G
Cooperation, WO
Resettlement Adm.

March 13, 1937.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Forest Service has no objection to the proposed memorandum authorizing the Resettlement Administration to exercise certain powers and functions relating to the administration and control of grazing resources within Resettlement Projects.

The memorandum of understanding between the Resettlement Administration and the Department of Interior of October 1, 1936, which was entered into prior to the transfer of Resettlement to the Department of Agriculture, provides that the Department of the Interior, through the Grazing Division, will exercise specified administrative authority over Projects lying within Taylor Grazing Districts. It is believed that a limited number of such Projects are adjacent to National Forest boundaries, and that ultimate administration should consider the interrelation of use for grazing on such Projects with grazing use within adjacent National Forests. Since the memorandum of October 1 is now operative under interdepartmental approval, it is believed that the above interrelationships can be very satisfactorily effected through cooperative considerations by the agencies involved.

Sincerely yours,

A handwritten signature in dark ink, appearing to be "R. L. [unclear]".

Acting Chief, Forest Service.

INTER-OFFICE COMMUNICATION
RESETTLEMENT ADMINISTRATION

(REFER TO ONLY ONE SUBJECT IN EACH COMMUNICATION)

MAR 8 - 1937

TO The Secretary,
Department of Agriculture.

DATE March 4, 1937.

FROM C. B. Baldwin, Acting Administrator.

COPIES TO

SUBJECT Cooperation with local grazing associations in the use and management of grazing lands in connection with approved land utilization projects.

GPO 16-4201

There is attached hereto, and recommended for your signature, a brief departmental memorandum the contents of which are self-explanatory.

From the date of establishment of the various grazing projects in the land use adjustment program of the Resettlement Administration, it has been contemplated that the opportunity for cooperation in the use and management of grazing lands would be extended to properly organized local grazing associations.

At the present time it appears possible that thirty or thirty-five grazing associations will be established within eighteen land utilization project areas in ten western states.

It is estimated that the lands being acquired by the Resettlement Administration constitute, on the average, between 30 per cent and 40 per cent of the project areas. Only a portion of these lands are contiguous; many of the tracts are interspersed and scattered. Most of the lands which are not being acquired are suitable and best adapted to the same use as the federally-owned lands, namely, grazing. The plan of managing the various projects contemplates the proper use and conservation not only of the federally-owned lands but of all agricultural lands lying within the outermost boundaries of the various project areas.

In order to control grazing and to coordinate the use of the lands within these areas, the Resettlement Administration plans to lease its grazing lands under specified conditions to grazing associations, properly constituted under the various state laws. The grazing associations will be required to cooperate by bringing under lease or other types of legal control the remaining available grazing lands within the areas, whether in private ownership or under the control of the state or a local governmental agency, in order to make them available for coordinated use and controlled grazing. The conditions to be specified in cooperative agreements with local grazing associations will, among other things, provide for:

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1. The prevention of overgrazing and the conservation of forage resources.
2. The proper utilization and distribution of forage resources to members of the association and other permittees.
3. The erection, maintenance and disposition of improvements.
4. The establishment of fair and equitable rules for the improvement of range practices.
5. The promotion of stable economic conditions.

The need for extending the opportunity of cooperation to local grazing associations at this time is made highly important by the fact that in several project areas local groups of farmers and stockmen have held meetings pursuant to the establishment of associations to function during the coming grazing season of 1937. However, in these cases associations have not been actually organized presumably because of the costs involved as inter-related with the uncertainty of obtaining the use of Resettlement Administration lands.

The present authority which provides only for the execution of temporary agreements does not provide for the proper correlation in the use and management of the federally-owned lands and the interspersed lands and does not permit the establishment of a stable range conservation program.

It appears extremely desirable for such associations to be organized for the coming season in order that they may acquire control of the non-federal grazing lands at the earliest possible date thereby precluding an unnecessary amount of speculation in the acquisition of such control. Furthermore, the Resettlement Administration now has title to a considerable acreage of land which has been developed for grazing use and which should now be made available to the association, not only for the initiation of coordinated and proper land use but for the protection and control of the federally-owned lands.

The land utilization projects involved in this connection are not among those which, because of their proximity in location to the National Forests, are being considered for transfer to the Forest Service. In addition, the Resettlement Administration has an administrative organization which has formulated and executed the project plans thus far and which is in a position to carry out the desired cooperative activities.

(1) Enclosure

C. B. Anderson

RME/bw

response to

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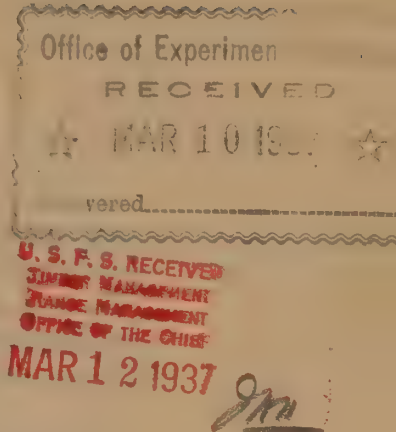
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the following

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 10, 1937

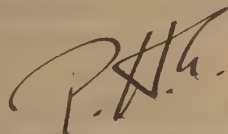
MEMORANDUM FOR DR. J. T. JARDINE
Chief, Office of Experiment Stations



Dear Dr. Jardine:

The attached memorandum was signed by the Secretary without prior approval of a number of persons who should have seen it. You should have seen it, for example, because of its involvement of cooperative agreements, which clear your office. I think before it is released it ought to be discussed also with the Forest Service, and should be sent to Mr. Eisenhower, Mr. Jump, and the Solicitor.

Sincerely,


Paul H. Appleby
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March _____, 1937

MEMORANDUM NO. _____

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, the Administrator of the Resettlement Administration or the Assistant Administrator in charge of the Land Utilization Division of the Resettlement Administration, when designated by him in writing, is hereby authorized to perform on my behalf the following powers and functions:

1. To execute on behalf of the United States and the Department of Agriculture, leases, contracts, and cooperative agreements with local grazing organizations, which may be associations or other bona fide group agencies, incorporated or unincorporated, that are engaged or propose to engage in bona fide cooperative grazing activities for the mutual benefit of their members, covering the use, for grazing purposes of lands acquired in connection with approved land utilization projects located outside of Taylor Grazing Districts.
2. To arrange for the execution of the terms and conditions of the Memorandum of Understanding between the Resettlement Administration and the Department of the Interior of October 1, 1936, including the pooling for common grazing of certain lands acquired in connection with approved land utilization projects located within Taylor Grazing Districts.
3. To issue appropriate instructions relative to the procedure for handling the various details involved in the execution of the foregoing powers and functions.

H. A. Waller

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 26, 1937

MEMORANDUM NO. 713

Pursuant to the authority delegated to me in Executive Order No. 7530, dated December 31, 1936, as amended by Executive Order No. 7557, dated February 19, 1937, the Administrator of the Resettlement Administration is hereby authorized:

1. To execute leases, contracts and cooperative agreements covering the use for grazing purposes of lands acquired in connection with approved land utilization projects located outside of Taylor Grazing Districts. These leases, contracts and cooperative agreements shall be with local grazing organizations, (which may be associations or other bona fide group agencies, incorporated or unincorporated), which are engaged or propose to engage in bona fide cooperative grazing activities for the mutual benefit of their members.
2. To make all arrangements necessary to effectuate the terms and conditions of the Memorandum of Understanding between the Resettlement Administration and the Department of the Interior, dated October 1, 1936.
3. To issue appropriate instructions in regard to the procedure for handling the details involved in the exercise of the foregoing authority.

The Administrator of the Resettlement Administration may delegate to the Assistant Administrator in Charge of the Land Utilization Division any or all of the foregoing authority.

Hawallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

March 30, 1937.

MEMORANDUM NO. 714

(1) The land described on the schedule attached hereto and marked Exhibit "A" is herewith transferred from the Greenbelt Project of the Resettlement Administration to the National Agricultural Research Center of the Department of Agriculture. The Administrator of the Resettlement Administration shall deliver to the Director of the Center all title documents and evidences of ownership with respect to such land. The Director of the Center shall hereafter have jurisdiction and control over such land in accordance with the provisions of Memorandum No. 648 of August 28, 1934, as amended by Memorandum No. 681 of December 10, 1935.

(2) Of the land so transferred, the tracts designated on the schedule attached hereto and marked Exhibit "B" shall be retransferred to the Resettlement Administration or such agency, public or private, as may have control over the Greenbelt Project in the event that such tracts shall prove necessary or desirable for the further development of the Greenbelt Project: Provided, however, that if a non-Federal agency shall have control over the Greenbelt Project, such retransfer shall be subject to such terms as may be required by law and as the Secretary may prescribe.

(3) The land described in the schedule attached hereto and marked Exhibit "C" is herewith transferred from the National Agricultural Research Center of the Department of Agriculture to the Resettlement Administration and shall hereafter be administered as part of the Greenbelt Project of that Administration. The Director of the Center shall deliver to the Administrator of the Resettlement Administration all title documents and evidences of ownership with respect to such land.

(4) Memoranda Nos. 648 of August 28, 1934, 681 of December 10, 1935, and 706 of January 1, 1937, are amended to the extent necessary to carry out the purposes of this Memorandum.

J. A. Wallace
Secretary.

Attachments.

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EXHIBIT "A"

<u>Number of Tract</u>	<u>Name</u>	<u>Acres</u>
63	J. A. Somers	209.36
63A	George J. Somers	34.00
64	R. E. Childress	28.02
64A	R. T. Hames	27.04
65	E. Suessens	14.00
66	T. Taylor	70.13
70	Metropolitan Properties, Inc.	132.00
71	J. T. Anderson	33.98
71A	J. T. Anderson	20.00
93	C. Famiglietti	50.73
9	W. T. Perkins	133.67
129	J. T. Reade	7.50
115	E. Woolfolk	22.00
54	M. Thies	129.64
57	Lillian Braun Schmit	46.30
58	Lillian Braun Schmit	87.37
59	Lena B. Knauer	49.96
60	Fred Knauer	58.64
61	F. Kuehn	177.57
62	Lena B. Knauer	89.29
69	W. Poultney	114.34
74	R. Wooding	10.00
75	S. Laisen and C. L. Goodrich	140.00
76	C. O. Lewis	10.00
77	W. T. Perkins	35.00
78	W. W. Anderson	30.80
79	George Riedel	9.08
79A	Jacob F. Riedel	7.42
80	B. D. Sharp	19.20
68	R. D. Hall	23.00
139	Thos. Brashear	48.37
85	Wm. H. Brickerd	42.14
86	D. E. Bauner	50.78
87	Norman E. Ryan	22.02
88	E. E. Perkins	112.69
89	G. Brickerd	28.00
90	John G. Hall	70.80
100	E. E. Perkins	89.60
96	Hoffman	146.30
96A	Hoffman	422.96
123	Eliz. Harding	240.42
125	Gladfelter Pulp Co.	147.46
99	Fred Kluckluhn	385.49
112	J. B. Knowles	94.08

Number of	Tract Name	Acreage
97	R. S. and N. T. Sparks	564.21
116	Pickford & Gordon	136.52
118	Pickford & Gordon	122.97
119	Pickford & Gordon	119.99
117	Eleanor Owens	106.27
120	R. Hall	26.26
104	J. B. Knowles	123.88
105	J. Frank Hance	79.00
114	Holst	383.03
145	Hopkins	404.03
145A	Stanley	11.87
177	W. P. C. Coe	47.91
150	E. E. Perkins	163.63
151A	Snowden	6.85
107	Henry Haker	47.91
147	William Hense	86.51
147A	William Hense	6.11
148	Paul Hense	44.16
148A	Paul Hense	55.22
149	E. T. Gross	8.18
108	Berberich	163.57
142	Klipstein Estate	49.09
141	Snowden	116.85
140A	Hopkins	18.45
140B	Hopkins	30.59
140C	Hopkins	19.81
185	Mary S. Hall	31.36
201	Johnson	44.30
244	Russell Magruder	28.17
17	Stauffer	128.83
259	Albert F. Moore	1.01
226	W. P. Magruder	19.26
250	University of Maryland	124.19
53	Bobbitt	9.41
52	Hall	5.63
91	Taylor	1.50
20	Schaeffer	51.53
21A	Duke	50.00
21B	Duke	5.08

Total 7,164.29

EXHIBIT "B"

<u>Tract No.</u>	<u>Name</u>	<u>Acreage</u>
63A	G. Somers	34.00
58	Braun	87.37
59	Lena Knauer	58.64
62	Lena Knauer	89.29
63	J. A. Somers	209.36
61	F. Kuehn	177.57
60	F. Knauer	58.64
70	Metropolitan Properties	132.00
64	Childress	28.02
64A	Hames	27.04
65	Suessens	14.00
66	Taylor	70.13
69	Poultney	114.34
68	R. D. Hall	23.00
75	S. Laisen and Chas. Goodrich	140.00
78	Wm. Anderson	30.80
77	Wm. T. Perkins	35.00
74	R. Wooding	10.00
76	C. C. Lewis	10.00
139	T. Brashear	48.37
115	Woolfolk	22.00
9	Perkins	133.67
71	Anderson	33.98
71A	Anderson	20.00
129	Read	7.50
93	Famiglietti	50.73

Total 1,665.55

EXHIBIT "C"

That plot of land described as follows:

Beginning at a pipe at the northwest corner of the Matthai property, said pipe being also one of the corners of the Government Farm, thence running along the division line between the Government Farm and said Matthai, bearings true S. $14^{\circ}-58'$ W. 802 feet, still running along said line S $44^{\circ}-56'$ W. 465 feet to the division line between Aitcheson and the Government Farm, thence running along the division line between Aitcheson, Shea and the Government Farm S. $44^{\circ}-29'-30''$ W. 811.93 feet, thence running along the division line between Shea and the Government Farm S $0^{\circ}-36'-30''$ E. 420.85 feet to the division line between Derry and the Government Farm, thence along said division line S $58^{\circ}-55'-30''$ W. 290 feet, still along said line S. $6^{\circ}-24'-30''$ E. 112 feet to the division line between the Crabbe and the Government Farm thence along said line N $87^{\circ}-15''$ W. 437.25 feet to the division line between Magruder and the Government Farm, thence along said line N. $88^{\circ}-58'$ W. 501.55 feet, thence along the division line between Magruder, Fahrenwald, Appold and the Government Farm N. $58^{\circ}-29'-50''$ W. 790.43 feet to a stone a corner of Appold, Thrift and the Government Farm thence running along the division line between Thrift and the Government Farm N. $35^{\circ}-51'$ W. 305.25 feet, still along said line N. $4^{\circ}-02'$ W. 932 feet to the northeast corner of the Thrift property, being also a corner of the Government Farm, thence across the Government Farm property N. $52^{\circ}-32'-02''$ E. 4719.66 feet to a stone on one of the lines of the Theis property 150 feet northwest of a stream, thence running along the division line between Theis and the Government Farm the following courses and distances S. $16^{\circ}-30'$ W. 199.5 feet to a stone S. $2^{\circ}-26'$ E. 48.6 feet, S. $14^{\circ}-42'$ E. 203.9 feet to a stone near the south side of a road, S. $26^{\circ}-03'-40''$ E. 1579.65 feet to a stone a corner of George Somers, Theis, and the Government Farm, thence along the division line of G. Somers and the Government Farm the following three courses and distances S. $85^{\circ}-11'$ W. 189.90 feet to a pipe, S. $21^{\circ}-25'$ E. 230.20 feet to a pipe S. $71^{\circ}-37'$ W. 460.0 feet to a pipe a corner of G. Somers, Matthai and the Government Farm, thence along the division line of Matthai and the Government Farm N. $82^{\circ}-30'-30''$ W. 823.40 feet to the place of beginning, containing 211.59 acres of land.

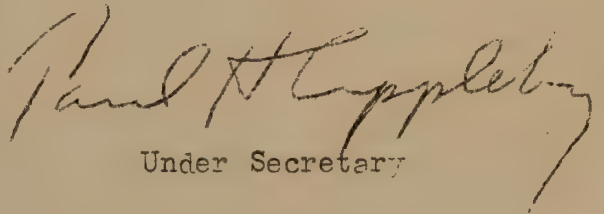
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 21, 1941.

MEMORANDUM NO. 714, Supplement 1

TRANSFER OF LAND BETWEEN THE FARM SECURITY ADMINISTRATION
AND THE BELTSVILLE RESEARCH CENTER

- (1) The land described in the attached schedule as parcels "B," "D," and "F," containing approximately 108.40 acres, which is now under the jurisdiction of the Farm Security Administration, is herewith transferred to the Beltsville Research Center.
- (2) The land described in the attached schedule as parcels "A," "C," and "E," containing approximately 49.75 acres, which is now a part of the Beltsville Research Center, is herewith transferred to the jurisdiction of the Farm Security Administration.
- (3) The Chief of the Division of Management and Operations, of the Office of Plant and Operations, shall hereafter have jurisdiction and control over the land described as parcels "B," "D," and "F," in accordance with the provisions of the Secretary's Memorandum No. 809, Supplement No. 1, dated April 9, 1940.
- (4) This memorandum revises the land assignments made in Secretary's Memorandum No. 714, dated March 30, 1937.


Under Secretary

Attachments

DESCRIPTION OF PARCELS OF LAND
TO BE TRANSFERRED BETWEEN THE
FARM SECURITY ADMINISTRATION &
THE BELTSVILLE RESEARCH CENTER

Parcel "B"

Beginning at a point 52A(N 45,500.00 E 38,834.45) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line N 52°09' E 2,789.62 feet to point 53(N 47,211.55 E 41,037.31); thence S 16°25' E 199.50 feet to point 54(N 47,020.18 E 41,093.69); thence S 2°21'30" E 48.61 feet to point 55(N 46,971.61 E 41,095.69); thence S 14°28' E 204.00 feet to point 56(N 46,774.08 E 41,146.65); thence S 26°00'30" E 1,579.65 feet to point 57(N 45,354.40 E 41,839.27); thence S 84°26'30" W 192.69 feet to point 58(N 45,335.74 E 41,647.49); thence S 23°11'30" E 238.09 feet to point 59(N 45,116.89 E 41,741.25); thence S 71°36'30" W 254.23 feet to point 59A(N 45,036.68 E 41,500.00); thence leaving said present boundary line, with the new partition line north 463.32 feet to point 52B(N 45,500.00 E 41,500.00); thence west 2,665.55 feet to point 52A the point of beginning, containing 58.45 acres.

Parcel "D"

Beginning at a point 62A(N 44,081.61 E 41,500.00) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line S 56°21'50" E 545.68 feet to point 63(N 43,779.35 E 41,954.31); thence S 12°36'53" W 2,080.24 feet to point 63A(N 41,749.32 E 41,500.00); thence leaving said present boundary line, with the new partition line north 2,332.29 feet to point 62A, the point of beginning, containing 12.16 acres.

Parcel "F"

Beginning at a point 64A(N 41,205.00 E 41,500.00) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line S 78°47' E 134.29 feet to point 65(N 41,178.88 E 41,631.72); thence S 1°31' E 627.69 feet to point 66(N 40,551.41 E 41,648.36); thence S 9°08'30" E 1,849.31 feet to point 67(N 38,725.58 E 41,942.26); thence S 12°26' E 1,043.41 feet to point 68(N 37,706.64 E 42,166.90); thence S 12°39'50" E 662.23 feet to point 68A(N 37,060.52 E 42,302.06); thence leaving said present boundary line, with new partition line N 86°05'30" W 813.96 feet to point 68B(N 37,116.00 E 41,500.00); thence north 4,089.00 feet to point 64A, the point of beginning, containing 37.79 acres.

Parcel "A"

Beginning at a point 48(N 44,204.07 E 35,631.56) in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line N 19°24' E 67.15 feet to point 47(N 44,267.41 E 35,653.86); thence leaving said boundary line, with the new partition line north 200.00 feet to point 47A(N 44,467.41 E 35,653.86); thence S 85°12'29" E 837.93 feet to point 47B(N 44, 397.41 E 36,488.86); thence N 51°02' E 272.85 feet to point 47C(N 44,569.00 E 36,701.00); thence north 931.00 feet to point 47D(N 45,500.00 E 36,701.00) thence east 2,133.45 feet to point 52A(N 45,500.00 E 38,834.45) a point in the present Greenbelt-Beltsville Research Center boundary line; thence with said boundary line S 52°09' W 1,911.16 feet to point 52(N 44,327.42 E 37,325.28); thence S 78°33' W 327.73 feet to point 51 (N 44,262.36 E 37,004.07); thence S 82°59' W 462.00 feet to point 50(N 44,205.92 E 36,545.53); thence N 86°29' W 430.00 feet to point 49(N 44,232.30 E 36,116.34); thence S 86°40' W 485.60 feet to point 48, the point of beginning, containing 43.35 acres.

Parcel "C"

Beginning at a point 60(N 44,895.76 E 41,076.15) in the present Greenbelt-Beltsville Research Center boundary line; thence N 71°36'30" E 446.67 feet to point 59A(N 45,036.68 E 41,500.00); thence leaving said boundary line, with the new partition line south 955.07 feet to a point 62A(N 44,081.61 E 41,500.00) in said present boundary; thence with said present boundary N 56°21'50" W 320.31 feet to point 62(N 44,259.03 E 41,233.32); thence N 4°05' E 247.78 feet to point 61(N 44,506.18 E 41,250.96); thence N 24°10' W 427.00 feet to point 60, the point of beginning, containing 5.70 acres.

Parcel "E"

Beginning at a point 64(N 41,228.13 E 41,383.36) in the present Greenbelt-Beltsville Research Center boundary line; thence N 12°36'53" E 534.09 feet to point 63A(N 41,749.32 E 41,500.00); thence leaving said present boundary south 544.32 feet to point 64A(N 41,205.00 E 41,500.00) in said present boundary; thence with said present boundary N 78°47' W 118.91 feet to point 64, the point of beginning, containing 0.73 acres.

Coordinates are from the Washington Suburban Sanitary District System of control in use by the Beltsville Research Center and Greenbelt.





DEPARTMENT OF AGRICULTURE
WASHINGTON

March 31, 1937

MEMORANDUM NO. 715.

Resettlement Administration

Pursuant to the authority delegated to me in Executive Order No. 7530 of December 31, 1936, as amended, it is hereby ordered that:

1. All authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby confirmed with the exception of the following functions:
 - a. To appoint employees at the seat of Government.
 - b. To designate persons in the field to perform activities which require the filing of specimen signatures on U. S. Treasury Form A-11.
 - c. To permit access to lists of employees.
 - d. To sign Administration Orders which establish policy or delegate authority.
 - e. To sign letters of authorization covering transfers of official station.
 - f. To designate areas to be served by the Resettlement Administration Information Service.
 - g. To sign Authorizations for Project Development.
 - h. To approve project budgets.
 - i. To approve plans in connection with Land Utilization Projects.
 - j. To approve plans for the development of Forest Community Projects.
 - k. To authorize the suspension or liquidation of projects.

Sup. No. 567
April 1, 1937
H.
FILED
APR 1 1937
U. S. DEPT. OF AGRICULTURE
WASHINGTON

Syntherisma

- l. To approve the transfer to homesteads associations of completed projects and the prices at which such projects will be sold.
 - m.. To determine the action which shall be taken where an employee refuses to make restitution for loss or damage to property of the Resettlement Administration caused by his negligence.
 - n. To approve the initiation of suits against third persons for loss or damage to Resettlement Administration property.
 - o. To approve project operation budgets and requests for allotment of funds from Appropriation OT 695, in connection with the Bankhead Act (Public — No. 845 — 74th Congress).
 - p. To approve disclosures of reports from the Investigation Division.
 - q. To approve the use of the Resettlement Administration's name by organizations of employees in connection with recreational, educational and welfare activities.
 - r. To approve recommendations and reports concerning State and Federal legislation.
 - s. To sign all formal contracts, except contracts which the Administrator of the Resettlement Administration is authorized to sign under Memorandum No. 710 and contracts which officers of the Resettlement Administration are authorized to sign under existing procedures of that Administration.
 - t. To approve transfers of surplus goods to other agencies or to the Procurement Division.
 - u. To approve agreements for making payments in lieu of taxes on Federal projects.
 - v. To execute agreements to sell Resettlement Administration land.
 - w. To lease lands for the life of the vendor.
2. The provisions of the Regulations of the Department of Agriculture are modified, in their applicability to the Resettlement Administration, in the following respects:

- a. Regulations pertaining only to employees possessing a classified civil service status shall not apply to employees of the Resettlement Administration not possessing such status, except where the Regulations specifically apply to all officers and employees of the Department.
- b. Regulations governing accounting and accounting procedure in conflict or at variance with the requirements of the Treasury Department, shall not apply where accounts are handled by the Treasury Department.
- c. The Uniform Project System specified in Paragraphs 1421 and 1422 shall not apply to the Resettlement Administration during the fiscal year ending June 30, 1937.
- d. Paragraph 3176, pertaining to the proceeds of sales of material, shall not apply to such proceeds which accrue under the provisions of the Bankhead Act (Public No. 845, 74th Congress).
- e. The methods of purchasing and disposing of property used in connection with rural rehabilitation clients (including chattels repossessed from such clients) and approved resettlement and land utilization projects, and in connection with property acquired in the field for administrative purposes, shall be governed by the existing procedures of the Resettlement Administration rather than by the provisions of Paragraphs 3311, 3331, 3348, 4113 and 4429 where conflicts between such procedures and Regulations occur. The Regulations shall, however, apply to the purchasing and disposing of property acquired for administrative purposes at the seat of Government.
- f. Approval by the Secretary of formal contracts as specified in Paragraph 1713 will not be required for construction, additions or improvements in connection with approved land utilization and resettlement projects or properties acquired for disposal to rural rehabilitation clients.
- g. Paragraphs 1838 and 3225, pertaining to mechanical shopwork and mechanical services, equipment and supplies in the Department of Agriculture, shall not apply until such time as arrangements can be made by the Department of the Interior to handle the work involved.
- h. Paragraph 1832 is modified to the extent that motor vehicle operators' permits and license plates previously issued by the Resettlement Administration will not be required to be changed until June 30, 1937, but Department of Agriculture operators' permits and license plates will be issued whenever additional ones are required.

- i. The delegations of authority to bureau chiefs to authorize travel involving transfers of official station and the transportation of effects in connection with such transfers, to authorize the publication of advertisements in newspapers, to authorize payment in advance for annual subscriptions to newspapers, magazines, periodicals and other publications or to certify that they are required for official use, as specified in Paragraphs 3435, 3451, 3323 and 3182, do not apply to the Administrator of the Resettlement Administration.
 - j. The fourth and fifth subparagraph of paragraph 1712 shall not apply to leases of property in connection with approved resettlement or land utilization projects or to property acquired for disposal or lease to clients under the rural rehabilitation program.
 - k. The requirement of paragraph 3312 that the Secretary shall sign all formal contracts shall not apply to those contracts which the Administrator or other officers of the Resettlement Administration are authorized to sign under Memorandum No. 710 and this Memorandum. The requirements of that paragraph that a copy of each lease shall be sent for file to the real estate officer of the Department shall apply only to leases of space for administrative purposes.
3. Appropriate changes in existing procedures of the Resettlement Administration shall be made to conform with the provisions of this Memorandum and Memorandum No. 710.
 4. For purposes of administration, the term "Chief of Bureau", as used in the Regulations, shall pertain to the Administrator of the Resettlement Administration, except as otherwise specified in this Memorandum.
 5. This Memorandum shall become effective on April 1, 1937, and shall be effective until June 30, 1937.

Harry L. Brown
Acting Secretary.

The Commission of the European Communities
has decided to advance the date
of the meeting of the Council of Ministers
to 1971.

1. The Commission of the European Communities
has decided to advance the date of the
meeting of the Council of Ministers to 1971
in order to enable the Council to discuss
the report on the progress of the
rehabilitation program.

2. The Commission of the European Communities
shall also advance the date of the
meeting of the Council of Ministers to 1971
in order to enable the Council to discuss
the report on the progress of the
rehabilitation program.

3. The Commission of the European Communities
shall also advance the date of the
meeting of the Council of Ministers to 1971
in order to enable the Council to discuss
the report on the progress of the
rehabilitation program.

4. For purposes of administration, the term
"Council of Ministers" shall mean the
Council of Ministers of the European
Communities, except as otherwise provided.

Done at Luxembourg, 1971.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D.C.

March 30, 1937.

Evans
MEMORANDUM FOR MR. APPLEBY:

There is attached the proposed Secretary's Memorandum to govern the activities of the Resettlement Administration during the period from April 1 to June 30, 1937.

This was originally prepared by Mr. Brain, of the Resettlement Administration, after conference with Mr. Oppenheimer and with me. On my part, comments were solicited from Mr. Eisenhower, Mr. White, Mr. Gladmon, Dr. Warburton, Mr. Fuchs, and others. After the initial preparation the copy was submitted to the Solicitor's Office where slight changes in form and language were provided. No actual differences developed except that the following items were omitted:

- ✓ 15. Approving transfer of surplus goods to other agencies or to the Procurement Division.
- ✓ 16. Approving agreements for making payments in lieu of taxes on Federal projects.
- 21. Approving orders for printing and contacts with the Public Printer.
- ✓ 23. Executing agreements to sell Resettlement Administration land.
- ✓ 24. Leasing land by Resettlement Administration for the life of the vendor.
- 25. Formulating Resettlement Administration organization or program.
- 26. Approving commitments for surveys.

These omissions did not represent differences as to legality but only as to policy. In order that the Secretary may have an opportunity to pass on the more important of these differences Nos. 15, 16, ~~23~~ and ~~24~~ have been restored in the attached draft. If any or all of these are deemed unnecessary or undesirable they may be deleted without influencing the other features embodied.

Very truly yours,



Assistant Director of Finance.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
RESETTLEMENT ADMINISTRATION

OFFICE OF THE ADMINISTRATOR
WASHINGTON

IN REPLY REFER TO

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

706
The proposed Secretary's Memorandum designed to replace the delegations of authority made in Secretary's Memorandum 708 which expire on March 30, 1937, which was transmitted to the Solicitor under my signature on March 18th has been reviewed and the content is acceptable in principle to this Administration subject to revision of wording which may be made by the Solicitor's Office.

Sincerely yours,

Will M. Abernethy
Administrator

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CHICAGO, ILL.

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LIBRARY
CHICAGO, ILL.

UNITED STATES DEPARTMENT OF AGRICULTURE

Mr. Weston C. White,
Solicitor

March 18, 1937

W. W. Alexander,
Administrator.

Mr. H. A. Nelson
Mr. C. E. Baldwin
✓ Miss Grace E. Falke
Mrs. Della A. Young

Proposed Secretary's Memorandum.

Attached is a proposed Secretary's Memorandum designed to take effect as of the expiration of the delegations made in Secretary's Memorandum 708 which expire on March 31, 1937. The principles involved in the method of setting up the Memorandum were concurred in by Messrs. F. S. Moyne and Monroe Oppenheimer of the Solicitor's Office, Mr. H. A. Nelson of the Office of Budget and Finance and Mr. O. G. Brain of the Resettlement Administration. The items listed as exceptions to the delegation and the items modifying the Department of Agriculture Regulations as applied to the Resettlement Administration are recommendations of Mr. Nelson and Mr. Brain and have not been considered by other executives in either the Secretary's Office or this Administration.

I would appreciate your comments on the proposed Memorandum and the rewording of it where advisable.

Paragraph references in parentheses after items in the attachment pertain to the Resettlement Administration orders and instructions. These references will be omitted from the final draft.

Your early consideration of this proposal is requested in order to facilitate the issuing of the Memorandum to take effect as of April 1, 1937.

1994

[Faint, illegible handwritten notes]

1911-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-

[illegible]

and the following information will be obtained from the following:

These references will be added from the final copy.

of water at the same time as the water was being pumped out of the well.

J. H. J.

PROPOSED SECRETARY'S MEMORANDUM

Pursuant to the authority delegated to me in Executive Order No. 7550, dated December 31, 1956, all authorizations, delegations of authority and procedures heretofore issued or approved by the Administrator, Resettlement Administration, are hereby confirmed except as follows:

- 1 Appointing Washington employees.
- 2 Specific designation of persons in the field to perform any activities which require the filing of specimen signatures on Treasury Form A-11. (AO 152 - par. 4)
- 3 Permitting access to personnel lists. (AI 103 - par. 9a)
- 4 Signing Administration Orders establishing policy or delegating authority. (AO 14 (Rev. 1) - par. 2a)
- 5 Signing Letters of Authorization involving a change in official station. (AI 18 (Amendment 1) - par. 2a)
- 6 Designating areas to be served by Resettlement Information Service. (AO 131 - par. 2a)
- 7 Signing "Authorization for Project Development". (AI 34 (Rev. 1) - par. 4f)
- 8 Approving project budgets. (AO 176 - par. 4)
- 9 Approving plans for LU projects. (FI-LU 1 - par. 6)
- 10 Approving plans for development of Forest Community Projects. (AO 171 - par. 1a)
- 11 Authorizing the suspension of liquidation of a project. (AI 79 (Rev. 1) - par. 4a VI)

2/18/57

PROPOSED RECOMMENDATIONS

Presented to the committee by the Executive Order
No. 7500, dated December 21, 1955, all recommendations, suggestions
of authority and procedure heretofore issued or approved by the
committee, Executive Order, and hereby modified
as follows:

1. Executive Order, December 21, 1955.
2. Executive Order, December 21, 1955, in the field to which only
officials who are not in the field of a certain agency are
excluded from the field. (AS 10 - sec. 4)
3. Executive Order, December 21, 1955. (AS 10 - sec. 4)
4. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
5. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
6. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
7. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
8. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
9. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
10. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)
11. Executive Order, December 21, 1955, relating to the
agency. (AS 10 - sec. 4)

- 12 Approving the transfer of completed projects and recommended price to homestead associations. (AO 191 - par. 3b II)
- 13 Deciding as to action to be taken where an employee of the Resettlement Administration refuses to make restitution for loss caused by him to Resettlement Administration property. (AO 167 (Suppl. 3) - par. 4b)
- 14 Approving initiation of a suit against third persons for loss or damage to Resettlement Administration property. (AO 167 (Suppl. 3) - par. 5a)
- 15 Approving transfer of surplus goods to other agencies or to the Procurement Division. (AO 72 (Rev. 1) par. 2c I B) ?
- 16 Approving agreements for making payments in lieu of taxes on Federal projects. (AO 215 - par. 3c) ?
- 17 Approving project operation budgets. (AO 216 - par. 7a)
- 18 Approving disclosure of confidential reports of the Resettlement Administration. (AO 59 - par. 1)
- 19 Approving the use of the Resettlement Administration's name in unofficial activities of employees. (AO 120 - par. 2)
- 20 Approving recommendations and reports concerning State and Federal legislation affecting the Resettlement Administration. (AO 137 - par. 2)
- 21 Approving orders for printing and contacts with the Public Printer. (AO 52 (Rev. 1) - par. 25c and AI 20 (Rev. 1) par. 5b)

5/19/37

12. Approving the transfer of completed projects and recommending
them to competent authorities. (AS 141 - par. 11)
13. Issuing or to order to be taken care and execution of the activities
and administration referred to each institution for each period by
the Government Administration authority. (AS 142 - par. 1, 2)
14. Approving institution of a new system, which requires the form of
change to Government Administration authority. (AS 143 - par. 1, 2)
15. Approving transfer of services from one institution to another or to the
Government Administration. (AS 144 - par. 1, 2)
16. Approving agreements for selling property of State of assets or
Federal property. (AS 145 - par. 1, 2)
17. Approving project agreements between. (AS 146 - par. 1, 2)
18. Approving disclosure of confidential records of the Administration
Administration. (AS 147 - par. 1)
19. Approving the use of the Government Administration's name in
official activities of employees. (AS 148 - par. 1)
20. Approving recommendations and reports concerning State and Federal
legislation affecting the Government Administration. (AS 149 - par. 1)
21. Approving reports on activities and cooperation with the Administration.
(AS 150 - par. 1, 2 and 3)

- 22 Signing formal contracts except those in connection with approved land utilization and rural resettlement type projects or for properties acquired for disposal to clients under the rural rehabilitation program. (AO 15 (Rev. 1), AI 19 (Rev. 1))
- 23 Executing agreements to sell Resettlement Administration land. (AO 98 (Rev. 2) - par. 2)
- 24 Leasing land by Resettlement Administration for the life of the vendor. (AO 179 - par. 1)
- 25 Formulating Resettlement Administration organization or program. (AO 214 - par. 1b)
- 26 Approving commitments for surveys. (PI-MA 15 - par. 2d)

Appropriate changes in existing Resettlement Administration Orders and Instructions will be made to conform with the provisions of this memorandum and Secretary's Memorandum 710.

8/18/37

20. The following information is being furnished to you for your information:

(a) The following information is being furnished to you for your information:

(b) The following information is being furnished to you for your information:

(c) The following information is being furnished to you for your information:

(d) The following information is being furnished to you for your information:

(e) The following information is being furnished to you for your information:

(f) The following information is being furnished to you for your information:

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(q) The following information is being furnished to you for your information:

(r) The following information is being furnished to you for your information:

(s) The following information is being furnished to you for your information:

(t) The following information is being furnished to you for your information:

The provisions of the Regulations of the Department of Agriculture are hereby modified as applied to the Resettlement Administration in the following respects:

- 1 Accounting regulations contained in paragraph 3116 of the Regulations shall not apply where Resettlement Administration accounts are handled by the Treasury Department.
- 2 Requirements obviously pertaining only to employees in Civil Service status shall not apply to employees of the Resettlement Administration not in such status.
- 3 The Uniform Project system specified in paragraphs 1421 and 1422 of the Regulations of the Department of Agriculture will not apply to the Resettlement Administration during the fiscal year ending June 30, 1937.
- 4 Paragraphs 3176 and 3192 of the Regulations of the Department of Agriculture shall not apply to receipts and payments which come under the provisions of the Bankhead Act of June 28, 1936.
- 5 Methods of procurement and disposal of property used in connection with approved resettlement and land utilization projects and for disposal to clients under the rural rehabilitation program and property acquired for field office administration shall be governed by Resettlement Administration orders and instructions rather than by the provisions of 3117 (last sub-paragraph only), 1721, 1741, 3182, 3311, 3312, 3313, 3331, 3348, 4113, 4121, 4122, and 4423 of the Regulations of the Department of Agriculture where conflicts

3/17/37

The provisions of the Department of Agriculture
are hereby modified as set forth in the Department's
and the following provisions
1. The provisions of the Department of Agriculture
shall not apply to the Department of Agriculture
and the Department of the Interior.
2. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
3. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
4. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
5. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
6. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
7. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
8. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
9. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.
10. The provisions of the Department of Agriculture
shall not apply to the Department of the Interior
and the Department of the Interior.

between the Resettlement Administration procedure and the Department of Agriculture Regulations occur. These Regulations shall, however, apply to the procurement and disposal of property acquired for administrative purposes in Washington.

- 6 Approval by the Secretary of formal contracts as specified in paragraph 1718 of the Regulations of the Department of Agriculture will not be required for construction, additions, and improvements in excess of \$1,000 in connection with approved land utilization and resettlement projects or properties acquired for disposal to clients under the rural rehabilitation program.
- 7 The Resettlement Administration is exempted from the requirements of paragraphs 1838 and 3225 of the Regulations of the Department of Agriculture applying to mechanical services until such time as arrangements can be made by the Department of the Interior to handle the work involved.
- 8 Paragraph 1831 of the Regulations of the Department of Agriculture is hereby modified to permit the use of Government owned motor vehicles in accordance with the legislation under which the Resettlement Administration is operated.
- 9 Resettlement Administration motor vehicle operators' permits and license plates previously issued by the Resettlement Administration will not be changed until July 30, 1937, but Department of Agriculture operators' permits and license plates will be issued whenever additional ones are required.

3/17/37

between the beneficial and the harmful effects of the use of the property and the use of the property for the purpose of the use of the property. The use of the property for the purpose of the use of the property is the use of the property for the purpose of the use of the property.

It is the duty of the Government to protect the property of the citizens and to ensure that the property is used for the purpose of the use of the property. The use of the property for the purpose of the use of the property is the use of the property for the purpose of the use of the property.

The Government is responsible for the use of the property and for the use of the property for the purpose of the use of the property. The use of the property for the purpose of the use of the property is the use of the property for the purpose of the use of the property.

It is the duty of the Government to protect the property of the citizens and to ensure that the property is used for the purpose of the use of the property. The use of the property for the purpose of the use of the property is the use of the property for the purpose of the use of the property.

The Government is responsible for the use of the property and for the use of the property for the purpose of the use of the property. The use of the property for the purpose of the use of the property is the use of the property for the purpose of the use of the property.

- 10 The delegation of authority to bureau chiefs to authorize travel involving change of official station and the transportation of effects in such cases as provided for in paragraphs 3435 and 3451 of the Regulations of the Department of Agriculture do not apply to the Administrator of the Resettlement Administration.
- 11 Paragraph 1712 of the Regulations of the Department of Agriculture shall not apply to leases of property in connection with approved resettlement or land utilization projects or to property acquired for disposal to clients under the rural rehabilitation program.
- 12 For purposes of administration, the term "Chief of Bureau", as used in the Department of Agriculture Regulations, shall pertain to the Administrator, Resettlement Administration.

3/17/57

12 The Secretary of the Department of the Interior is authorized to

13 investigate and report on the condition of the

14 public lands in the State of California.

15 of the Department of the Interior is authorized to

16 to the Secretary of the Department of the Interior.

17 The Secretary of the Department of the Interior is authorized to

18 shall not be held responsible for the condition of the

19 public lands in the State of California.

20 for the purpose of the Department of the Interior.

21 in the Department of the Interior is authorized to

22 Secretary, Department of the Interior.

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UNITED STATES DEPARTMENT OF AGRICULTURE

Mr. Weston G. White
Solicitor
Attention: Mr. Vincent Kleinfeld
O. G. Brain, Chief
Consulting Staff

March 24, 1937

Mr. H. A. Nelson
Mr. C. B. Baldwin
✓ Miss Grace E. Falke
Mrs. Della A. Young

Proposed Secretary's Memorandum.

With reference to the proposed Secretary's Memorandum transmitted to you under date of March 19, 1937, it is suggested that in the third line of the paragraph numbered 5 on page 4 the phrase "repossessed chattels of Rural Rehabilitation clients" be inserted after the word "program", so that it will read "... rural rehabilitation program, repossessed chattels of Rural Rehabilitation clients and property...".

362/m

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March 30, 1937.

MEMORANDUM FOR MR. APFLEBY:

There is attached the proposed Secretary's Memorandum to govern the activities of the Resettlement Administration during the period from April 1 to June 30, 1937.

This was originally prepared by Mr. Brain, of the Resettlement Administration, after conference with Mr. Oppenheimer and with me. On my part, comments were solicited from Mr. Eisenhower, Mr. White, Mr. Gladmon, Dr. Warburton, Mr. Fuchs, and others. After the initial preparation the copy was submitted to the Solicitor's Office where slight changes in form and language were provided. No actual differences developed except that the following items were omitted:

15. Approving transfer of surplus goods to other agencies or to the Procurement Division.
16. Approving agreements for making payments in lieu of taxes on Federal projects.
21. Approving orders for printing and contacts with the Public Printer.
23. Executing agreements to sell Resettlement Administration land.
24. Leasing land by Resettlement Administration for the life of the vendor.
25. Formulating Resettlement Administration organization or program.
26. Approving commitments for surveys.

These omissions did not represent differences as to legality but only as to policy. In order that the Secretary may have an opportunity to pass on the more important of these differences Nos. 15, 16, 17 and 23 have been restored in the attached draft. If any or all of these are deemed unnecessary or undesirable they may be deleted without influencing the other features embodied.

Very truly yours,

H. A. Nelson
Assistant Director of Finance.

Enclosure.

1920

Mr. Nelson

MO-VAK ik
RA-Solicitor
3-24-37

MAR 29 1937

MEMORANDUM FOR THE ADMINISTRATOR
Resettlement Administration

Dear Dr. Alexander:

Reference is made to your memorandum dated March 18, 1937, attaching a proposed Memorandum for the signature of the Secretary concerning the procedures of the Resettlement Administration.

The Memorandum has been redrafted and is submitted herewith for your consideration. This office will be glad to consult with you concerning any suggestions which you may have.

Very truly yours,

MASTIN G. WHITE

Solicitor.

Enclosure.

Copy for Mr. Nelson and Mr. T. R. ...

MAR 29 1937

RECEIVED THE ATTORNEY GENERAL
Department of Justice

Dear Mr. Alexander:

Reference is made to your communication dated March 18, 1937, advising a proposed amendment for the amendment of the existing constitution of the State of New York.

The Department has been notified and is submitting the proposed amendment to the Attorney General for his consideration. This office will be glad to assist you in any way possible in connection with your proposal.

Very truly yours,

MARTIN E. WHITE

Attorney General

Very truly yours,
Enclosure.

Copy of the letter
sent to the Attorney General
for his consideration

March , 1937.

MEMORANDUM NO.

*Same title as
(stop order)*

Pursuant to the authority delegated to me in Executive Order No. 7530 of December 31, 1936, as amended, it is hereby ordered that:

1. All authorizations, delegations of authority, and procedures heretofore issued or approved by the Administrator of the Resettlement Administration are hereby confirmed with the exception of the following functions:
 - a. To appoint employees at the seat of Government.
 - b. To designate persons in the field to perform activities which require the filing of specimen signatures on U. S. Treasury Form A-11.
 - c. To permit access to lists of employees.
 - d. To sign Administration Orders which establish policy or delegate authority.
 - e. To sign letters of authorization covering transfers of official station.
 - f. To designate areas to be served by the Resettlement Administration Information Service.
 - g. To sign Authorizations for Project Development.
 - h. To approve project budgets.
 - i. To approve plans in connection with Land Utilization Projects.
 - j. To approve plans for the development of Forest Community Projects.
 - k. To authorize the suspension or liquidation of projects.

Some title in
 staff order

March, 1957.

Presented at the meeting related to the Resettlement
 Order No. 7000 of December 31, 1956, as amended, it is hereby
 ordered that:

1. All organizations, institutions of authority, and personnel
 who are known or suspected to be involved in the Resettlement
 Order shall be subject to investigation and control with the
 exception of the following categories:
- a. The national government and its local government.
- b. The national government in the field of foreign affairs
 and the national government in the field of economic affairs.
 (Article 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 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1. To approve the transfer to homesteads associations of completed projects and the prices at which such projects will be sold.
- m. To determine the action which shall be taken where an employee refuses to make restitution for loss or damage to property of the Resettlement Administration caused by his negligence.
- n. To approve the initiation of suits against third persons for loss or damage to Resettlement Administration property.
- o. To approve project operation budgets and requests for allotment of funds from Appropriation OT 695, in connection with the Bankhead Act (Public -- No. 845 -- 74th Congress).
- p. To approve disclosures of reports from the Investigation Division.
- q. To approve the use of the Resettlement Administration's name by organizations of employees in connection with recreational, educational and welfare activities.
- r. To approve recommendations and reports concerning State and Federal legislation.
- s. To sign all formal contracts, except contracts which the Administrator of the Resettlement Administration is authorized to sign under Memorandum No. 710 and contracts which officers of the Resettlement Administration are authorized to sign under existing procedures of that Administration.
2. The provisions of the Regulations of the Department of Agriculture are modified, in their applicability to the Resettlement Administration, in the following respects:
- a. Regulations pertaining only to employees possessing a classified civil service status shall not apply to employees of the Resettlement Administration not possessing such status, except where the Regulations specifically apply to all officers and employees of the Department.
- b. Paragraph 3118, pertaining to classification of departmental expenditures, shall not apply where accounts of the Resettlement Administration are handled by the Treasury Department.

Substitute Draft A attached

1. To approve the transfer to resettlement associations of non-related projects and the release of which would be self.

2. To determine the action which shall be taken where an employee refuses to make resettlement for loss or damage to property of the Resettlement Administration caused by his negligence.

3. To remove the limitation of notice against third persons for loss or damage to Resettlement Administration property.

4. To approve project operation within and without for all-forest of lands from Resettlement Administration (in connection with the Resettlement Act (Public Law 855 - 71st Congress)).

5. To approve disclosure of reports from the investigation Division.

6. To approve the use of the Resettlement Administration's name by organizations of employees in connection with professional, educational and welfare activities.

7. To approve recommendations and reports concerning State and Federal Resettlement.

8. To sign all Federal contracts, except contracts which the Administrator of the Resettlement Administration is authorized to sign under Memorandum No. 710 and contracts which approval of the Resettlement Administration are authorized to sign under existing provisions of that Administration.

9. The provisions of the Regulations of the Department of Agriculture are modified, in their applicability to the Resettlement Administration, in the following respects:

a. Regulations pertaining only to employees possessing a classified civil service status shall not apply to employees of the Resettlement Administration not possessing such status, except where the Regulations specifically apply to all officers and employees of the Department.

b. Paragraph 211, pertaining to classification of departmental employees, shall not apply where members of the Resettlement Administration are located in the Treasury Department.

Substitute Draft 2 attached

- c. The Uniform Project System specified in Paragraphs 1421 and 1422 shall not apply to the Resettlement Administration during the fiscal year ending June 30, 1937.
- d. Paragraph 3176, pertaining to the proceeds of sales of material, shall not apply to such proceeds which accrue under the provisions of the Bankhead Act (Public -- No. 845- 74th Congress).
- e. The methods of purchasing and disposing of property used in connection with rural rehabilitation clients (including chattels repossessed from such clients) and approved resettlement and land utilization projects, and in connection with property acquired in the field for administrative purposes, shall be governed by the existing procedures of the Resettlement Administration rather than by the provisions of Paragraphs 3311, 3331, 3348, 4113 and 4429 where conflicts between such procedures and Regulations occur. The Regulations shall, however, apply to the purchasing and disposing of property acquired for administrative purposes at the seat of Government.
- f. Approval by the Secretary of formal contracts as specified in Paragraph 1713 will not be required for construction, additions or improvements in connection with approved land utilization and resettlement projects or properties acquired for disposal to rural rehabilitation clients.
- g. Paragraphs 1838 and 3225, pertaining to mechanical shopwork and mechanical services, equipment and supplies in the Department of Agriculture, shall not apply until such time as arrangements can be made by the Department of the Interior to handle the work involved.
- h. Paragraph 1832 is modified to the extent that motor vehicle operators' permits and license plates previously issued by the Resettlement Administration will not be required to be changed until June 30, 1937, but Department of Agriculture operators' permits and license plates will be issued whenever additional ones are required.
- i. The delegations of authority to bureau chiefs to authorize travel involving transfers of official station and the transportation of effects in connection with such transfers, to authorize the publication of advertisements in newspapers, to authorize payment in advance for annual subscriptions to newspapers, magazines, periodicals and other publications or to certify that they are required for official use, as specified in Paragraphs 3435, 3451, 3323 and 3182, do not apply to the Administrator of the Resettlement Administration.

The total amount of telephone calls received by
the committee from January 1968 to June 1970 was
1,000, or about twice the number of calls

In order to identify all of the persons, with names, who
 were active during the period from 1940 to 1945, the following
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There is a possibility that the above mentioned information may be of interest to the Bureau of the FBI. It is suggested that the Bureau be kept advised of any further information received from the source.

[illegible]

- j. The fourth and fifth subparagraph of paragraph 1712 shall not apply to leases of property in connection with approved resettlement or land utilization projects or to property acquired for disposal or lease to clients under the rural rehabilitation program.
 - k. The requirement of paragraph 3312 that the Secretary shall sign all formal contracts shall not apply to those contracts which the Administrator or other officers of the Resettlement Administration are authorized to sign under Memorandum No. 710 and this Memorandum. The requirements of that paragraph that a copy of each lease shall be sent for file to the real estate officer of the Department shall apply only to leases of space for administrative purposes.
- 3. Appropriate changes in existing procedures of the Resettlement Administration shall be made to conform with the provisions of this Memorandum and Memorandum No. 710.
 - 4. For purposes of administration, the term "Chief of Bureau", as used in the Regulations, shall pertain to the Administrator of the Resettlement Administration, except as otherwise specified in this Memorandum.
 - 5. This Memorandum shall become effective on April 1, 1937, and shall be effective until June 30, 1937.

Secretary.

- [illegible]

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

★ APR 14 1937 B

Please return to the
Secretary's File Room

April 9, 1937

MEMORANDUM NO. 716

(Establishing Advisory Committee on Research)

There is hereby established an Advisory Committee on Research consisting of:

Mr. F. D. Richey, Chief, BPI, Chairman
Dr. E. N. Bressman, Ofc. of the Secretary
Dr. H. G. Knight, Chief, C & S
Dr. J. R. Mohler, Chief, BAI
Mr. L. A. Strong, Chief, Ent. & PQ

As its title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an official committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department to see what phases of research itself, or of administrative elements impacting on the conduct of the Department's researches, should be called to my attention as deserving of general departmental administrative consideration. Questions relating, for example, to the best development of the uniform research project system; more effective methods of obtaining able research personnel, might well affect research in all of the bureaus and be deserving of careful departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may confront you in administering research and which you think require consideration or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might well be undertaken by the Department, that are broad enough in their scope or of sufficient importance as to warrant consideration as matters of Departmental policy.

It is my hope that you will make as much or as little out of this Committee as you think best.

H. A. Waller

Secretary



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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM TO CHIEFS OF BUREAUS

Gentlemen:

There hereby is established an "Advisory Committee on Research" consisting of *F. D. Richey, E. W. Brewster, W. S. Knight, J. R. Mohler, J. L. Shaw*

As its title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on ~~such~~ matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an official committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department to see what phases of research itself, or of administrative elements impacting on the conduct of the Department's researches, should be called to my attention as deserving of general Departmental administrative consideration. Questions relating, for example, to the best development of the uniform research project system; more effective methods of obtaining able research personnel, might well affect research in all of the bureaus and be deserving of careful Departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may confront you in administering research and which you think require consideration or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might well be undertaken by the Department, that are broad enough in their scope or of sufficient importance as to warrant consideration as matters of Departmental policy.

9
Sincerely yours,

H. A. Waller

Secretary.

*It is my hope that you will make
as much as possible out of this committee
as you think best.*

Know all men by these presents, that I, the undersigned, for and in behalf of the State of Texas, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the files of the State of Texas.

Witness my hand and the seal of the State of Texas at Austin, this 1st day of January, 1901.

JOHN W. HANCOCK, Governor of the State of Texas.

Attest my hand and the seal of the State of Texas at Austin, this 1st day of January, 1901.

JOHN W. HANCOCK, Governor of the State of Texas.

MEMORANDUM TO CHIEFS OF BUREAUS

Gentlemen:

There hereby is established an "Advisory Committee on Research" consisting of

As its title implies, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on such matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the ordinary operations, and it is not contemplated that the Committee will have any responsibility except as specific problems may be assigned to it from time to time. It seems desirable, however, to have an official committee to which problems concerning research may be so assigned as occasion arises.

Beyond this, it is hoped that the Committee on its own initiative will survey the field of research within the Department to see what phases of research itself, or of administrative elements impacting on the conduct of the Department's researches, should be called to my attention as deserving of general Departmental administrative consideration. Questions relating, for example, to the best development of the uniform research project system; more effective methods of obtaining able research personnel, might well affect research in all of the bureaus and be deserving of careful Departmental consideration.

It is hoped that you will bring to the attention of this Committee any problems that may confront you in administering research and which you think require consideration or action by my office for the benefit of the Department as a whole. It is hoped that you will also call to the attention of the Committee any phases of research now under way in the Department, or that you think might well be undertaken by the Department, that are broad enough in their scope or of sufficient importance as to warrant consideration as matters of Departmental policy.

Sincerely yours,

Secretary.

MEMORANDUM TO CHIEFS OF BUREAUS

Reference:

There is a suggestion that the "Advisory Committee on Research" be

acting of

As the first step, this Committee will act in an advisory capacity with the Secretary of Agriculture and the Director of Research on such matters pertaining to research. In establishing this Committee, it is not my thought to interfere with the present channels for the advisory committee, and it is not anticipated that the Committee will have any responsibility except as specific questions may be referred to it from time to time. It seems to me, however, to have an advisory function in such matters concerning research may be so assigned as occasion arises.

Secondly, it is hoped that the Committee on the one hand will carry the field of research within the Department in such cases of research itself, or of administrative matters relating to the conduct of the Department's research, it will be called on to assist in the carrying of general departmental administrative matters. In addition, the Committee, as the last mentioned in the latter research project, will have the function of assisting in the research program, and will assist in the carrying of all of the research and the carrying of careful departmental consideration.

It is hoped that you will wish to the attention of this Committee any problem that may arise, for in establishing research and other you will have the assistance of the Committee as well as the benefit of the Department's research. It is hoped that you will call on the attention of the Committee any problem of research now under way in the Department, or that you think might be undertaken by the Department, and that the Committee in such cases is in position to assist as an advisory committee in matters of departmental policy.

Very truly yours,

Secretary.

OFF

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THE SECRETARY OF AGRICULTURE

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 7, 1937

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Committee on Scientific Research designated in your memorandum of March 26, 1937, has met and considered the questions you raised.

In the opinion of this group, it seems desirable to establish a permanent committee which might well be designated as an "Advisory Committee on Research." It was further the opinion that the Advisory Committee should not be given responsibility in connection with the ordinary conduct or administration of research, but should be available when needed on specific problems. Further, that the Committee might well survey the field of research and elements in its administration with a view to finding any such elements that might be modified for the good of the program.

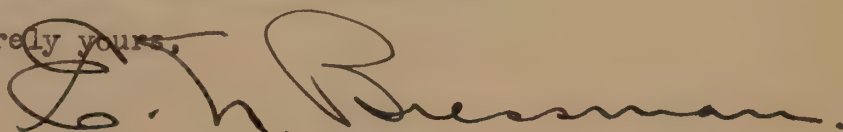
The enclosed draft of a memorandum for your signature to Chiefs of Bureaus further indicates the nature of the activities which this group thought it might be desirable to have the Advisory Committee on Research undertake.

It was also the opinion that the Advisory Committee should be small, certainly not over five and probably not more than three. As your Committee, they would have the authority and obligation of obtaining needed assistance on specific questions from any source within the Department where such assistance was available.

In conclusion, some of the subjects that were brought up as things that might be considered by a Committee as of the present were: better means of obtaining well-trained personnel; more adequate retirement policy for research personnel; several questions relating to the uniform-project system; the administration of the Beltsville Research Center in its impacts on research. In addition to these specific items, there was some discussion of what such a Committee might do on broader phases and it was the opinion that something could be done, but this would of course require further consideration.

All members of the Committee concur in these proposals.

Sincerely yours,



E. N. Bressman,
Secretary of Committee.



DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

Sup. No. 620
April 19, 1937
(H)

April 30, 1937

FILED

★ MAY-1 1937 M

Please return to the

Secretary's File Room

Memorandum No. 717

Appointment of Assistant Director of Extension Work

Mr. Reuben Brigham has been appointed Assistant
Director of Extension Work, effective May 1, 1937.

Dr. C. B. Smith, Chief, Office of Cooperative
Extension Work, is authorized to act hereafter for the
Director and Assistant Director of Extension Work in
their absence.

H. A. Wallace

Secretary.

*distributed
9 a.m.
4/30/37
(R)*

The following information is being furnished to you for your information only. It is not intended to be used for any other purpose. The information is being furnished to you for your information only. It is not intended to be used for any other purpose.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

★ MAY 6 1937 B

Please return to the
Secretary's File Room

May 1, 1937

MEMORANDUM NO. 718

(Designating Committee on Vegetables)

In order to unify and develop department work with regard to the vegetable industry, there is hereby designated a Department Committee on Vegetables. This Committee will consider the problems of production, marketing and services which the various agencies now give and can give to the vegetable industry, including inspection, grading, market news service, and specific programs under the Agricultural Adjustment Administration.

The Committee personnel will be as follows:

R. M. Evans, Office of the Secretary, Chairman
F. R. Wilcox, Agricultural Adj. Adm., Vice Chairman
W. G. Meal, Agricultural Adjustment Administration
A. E. Mercker, Agricultural Adjustment Administration
F. F. Elliott, Agricultural Adjustment Administration
O. C. Stine, Bureau of Agricultural Economics
W. A. Sherman, Bureau of Agricultural Economics
W. C. Ockey, Extension Service
E. C. Auchter, Bureau of Plant Industry
Morse Salisbury, Office of Information

A member is also to be designated by Governor Myers of the Farm Credit Administration.

Hawallen

Secretary.

MEMORANDUM

1. The purpose of this memorandum is to inform you of the results of the study conducted by the Research Department on the subject of the effect of the new tax law on the income of the individual.

2. The results of the study are as follows:

- 1. The income of the individual is increased by the new tax law.
- 2. The income of the individual is decreased by the new tax law.
- 3. The income of the individual is not affected by the new tax law.
- 4. The income of the individual is increased by the new tax law.
- 5. The income of the individual is decreased by the new tax law.
- 6. The income of the individual is not affected by the new tax law.
- 7. The income of the individual is increased by the new tax law.
- 8. The income of the individual is decreased by the new tax law.
- 9. The income of the individual is not affected by the new tax law.
- 10. The income of the individual is increased by the new tax law.

3. It is recommended that the new tax law be adopted by the Government.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

April 27, 1937.

MEMORANDUM FOR MR. H. R. TOLLEY
Administrator.

The American Farm Bureau Federation has requested the assistance of this Administration in the development of plans to improve the vegetable industry. It is their feeling that during the development of the agricultural program vegetables have been considered as an adjunct to other industries and that they should now have some major consideration.

While the request for assistance has been made to the Agricultural Adjustment Administration, we believe that the vegetable industry is faced with problems, the solution of which can best be found through coordinated activities of several Governmental agencies. We, therefore, recommend that an informal interdepartmental committee be established by the Secretary for the purpose of considering production and marketing problems with representatives of the vegetable and potato industries. It is our thought that such a group should be composed of two representatives from the Division of Marketing and Marketing Agreements; one representative from the Division of Program Planning; two representatives from the Bureau of Agricultural Economics (Messrs. Stine and Sherman have been suggested); one representative from the Agricultural Extension Service (Mr. Ockey); one representative from the Farm Credit Administration; and one representative from the Division of Information.

It is our thought that this committee should develop a definite statement of problems in the vegetable industry and outline the services which the various departments can now give to that industry. Following this work, we suggest that the Farm Bureau organization call in a small group of vegetable growers representing the more important producing areas and that such committee, with the aid of Government representatives, develop detailed plans for procedure. The Farm Bureau or the Department may then deem it advisable to call a national meeting for the purpose of making effective the plans outlined.

F. R. Wilcox
F. R. Wilcox,

Director, Division of Marketing & Marketing Agreements.

...the request for assistance has been made to the Agricultural Adjustment Administration, we believe that the vegetable industry is faced with problems, the solution of which can best be obtained by the establishment of an international interagency committee to be established by the Secretary for the purpose of coordinating and working problems with representatives of the vegetable and related industries. It is our thought that such a group should be composed of two representatives from the Division of Tropical Crops and Horticulture; two representatives from the Division of Extension Service (J. G. Gentry); one representative from the Division of Credit Administration; and one representative from the Division of Marketing.

...the request for assistance has been made to the Agricultural Adjustment Administration, we believe that the vegetable industry is faced with problems, the solution of which can best be obtained by the establishment of an international interagency committee to be established by the Secretary for the purpose of coordinating and working problems with representatives of the vegetable and related industries. It is our thought that such a group should be composed of two representatives from the Division of Tropical Crops and Horticulture; two representatives from the Division of Extension Service (J. G. Gentry); one representative from the Division of Credit Administration; and one representative from the Division of Marketing.

W. B. Wilson

Mr Appleby

If, as Wilcox says, the Committee would consider production and marketing problems, and would outline the various services which the various Departments can now give, I believe the Committee should be constituted as follows:

1 Mr. Evans, Secy's Office, Chairman

2 Mr. Wilcox

3 Mr. Elliott

4 Mr. Sherman

} A.A.A.

Inspection
grading
mail news service

5 Dr. Auchter, B.P.D.

6 Mr. Sherman

7 Dr. Stine

} B.P.D.

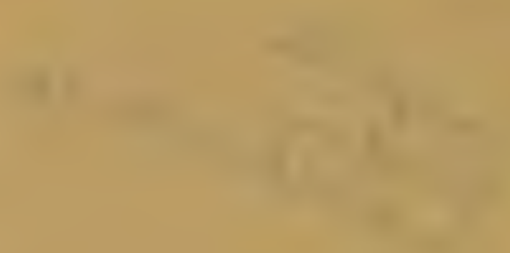
8 Mr. Schuster, Office Dir.

9 One man, from Cattle

However, if the main idea is to study what A.A.A. could do for the industry, of course I would agree with Howard's suggestion. I wonder if Howard has considered the matter in this light? While Wilcox's memo. states the first assumption, my guess is he has the second in mind.

M.H.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions the need for regular reviews and updates to the records to reflect any changes in the data.



The second part of the document focuses on the challenges faced by organizations in managing their data. It highlights the increasing volume of data being generated and the complexity of integrating data from different sources. The text also discusses the importance of data security and the need for robust security measures to protect sensitive information.

The third part of the document provides a detailed overview of the various tools and technologies used in data management. It covers topics such as data storage, data processing, and data analysis. The text also discusses the role of data in decision-making and the importance of having access to accurate and timely data.

The final part of the document concludes with a summary of the key points discussed. It reiterates the importance of data management and the need for organizations to invest in the right tools and technologies to ensure the success of their data-driven initiatives. The text also provides some recommendations for best practices in data management.



AGRICULTURAL ADJUSTMENT
ADMINISTRATION

16-3226

MEMORANDUM

Mr. Evans: I endorse
Mr. McCo's recommendation
herein. If the Secy
approves, I should
like to ask Mr.
Wilcox to select
the group of Dept.
people and act
as chairman
thereof.

HRT

4-28-37

Memorandum No. 719

Establishment of Department Committee on Seed Policy

In order to bring together information from the various bureaus concerned with the use of large quantities of seed and to establish a general seed policy in this Department, I appoint the committee listed below with the request that they consider: (1) Proposed revisions of the Federal Seed Act, (2) Improvement of the Seed Verification Service, and (3) Major policies of this Department in regard to seed. The committee will forward to me as early as possible its recommendations in regard to the Federal Seed Act and Seed Verification Service. All other Department seed committees are hereby abolished.

E. N. Bressman, Office of the Secretary, Chairman
Reuben Brigham, Extension Service
W. R. Chapline, Forest Service
J. F. Cox, Agricultural Adjustment Administration
R. F. Hendrickson, Bureau of Agricultural Economics
E. R. Henson, Resettlement Administration
M. A. McCall, Bureau of Plant Industry
A. T. Semple, Soil Conservation Service

~~Secretary~~
H. A. Waller

Secretary.

Ordered
May 21 1937
27/3
FILED
MAY 20 1937
Please return to the
Secretary's File Room

Report of Department Committee on Seed Testing

to bring together information from the various sources
the use of a standard method of seed testing to establish a
basis for comparison of results. The committee has
been the privilege to meet with the members of the
Seed Testing Committee of the Department of Agriculture,
and the results of this Department in regard to seed testing.

Report of the Committee on Seed Testing

Page 112



5/27

~~ALL~~
All bureaus
having important
programs involving
seed are included
& no personnel
dealing directly
with seed trade
is included.

E. N. B.

Signature

5 21 31
Comm 2

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 31, 1940

Ordered
no 951
2/1/40

MEMORANDUM NO. 719, SUPPLEMENT 1
(Also supplementing Memorandums No. 777, 780, 792 and 816)
(Terminating the Department Seed Policy Committee)

The Department Seed Policy Committee, created by Memorandum No. 719 and supplemented by Memorandums No. 777, 780, 792 and 816, is hereby terminated.

H A Wallace
Secretary of Agriculture

2

1

• 1910-1911 •



DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. 720

Secretary's Correspondence

Ordered
no. 73
6/4/37
June 4, 1937

★ JUN - 5 1937 M
Please return to the
Secretary's File Room

There is attached a copy of a "green jacket" (Form No. AD-114) to be used in connection with letters originating in the various bureaus and offices for the signature of the Secretary, Under Secretary, Assistant Secretary and other members of the Secretary's Office.

This form should not be confused with the "pink jacket" now being used by the Secretary's File Room on incoming letters referred to the various bureaus and offices for preparation of replies for the signature of the above officers. The "green jacket" should be properly filled out by the preparing bureau or office and placed on top of all letters submitted to the Secretary's Office for signature. In other words the "green jacket" is to be placed on letters originating in the bureaus and on replies to incoming letters not bearing the "pink jacket". All such letters should be sent through the Secretary's File Room for record.

After the letters have been signed and issued, the "green jacket" will be retained by the Secretary's File Room. The established practice for handling the file copies is unchanged.

It is suggested that the bureaus number each jacket and retain a copy for their record, which will no doubt aid materially in tracing correspondence.

Supplies of these forms may be obtained from the Central Supply Section.

H A Waller
Secretary.

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

MEMORANDUM NO.

Secretary's Correspondence

There is attached a copy of a "green jacket" (Form No. AD-114) to be used in connection with letters originating in the various bureaus and offices for the signature of the Secretary, Under Secretary, Assistant Secretary and other members of the Secretary's Office.

This form should not be confused with the "pink jacket" now being used by the Secretary's File Room on incoming letters referred to the various bureaus and offices for preparation of replies for the signature of the above officers. ~~The green jacket~~ ^{but} should be properly filled out by the preparing bureau or office and placed on top of all letters (~~except those already bearing a "pink jacket"~~) submitted to the Secretary's Office for signature.

All such letters should be sent through the Secretary's File Room for record.

After the letters have been signed and issued, the "green jacket" will be retained by the Secretary's File Room. The established practice for handling the files ^{copies} is unchanged.

It is suggested that the bureaus number each jacket and retain a copy for their record, which will no doubt aid materially in tracing correspondence.

Supplies of these forms ^{may} ~~can~~ be obtained from the Central Supply Section.

In other words the Secretary ~~green jacket~~ is to be placed on letters originating in the bureaus and other letters not bearing ~~not in replies to incoming~~ pink jackets.

and the other of the same name

and the other of the same name

and the other of the same name

- and the other of the same name
- and the other of the same name
- and the other of the same name

g. H. S.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 3, 1937

*Ordered
no 740
6/4/37*

MEMORANDUM NO. 721

FILED

Please return to the
Secretary's File Room

With reference to my memorandum No. 718 designating
a Committee on Vegetables, I am designating Miss Charlotte
Chatfield of the Bureau of Home Economics as an additional
member.

H. A. Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
WASHINGTON, D. C.

Spike
W. H. Wilson:
May 26, 1937.
What say?
PHC

MEMORANDUM TO MR. PAUL H. APPLBY
Assistant to the Secretary

Dear Mr. Appleby:

In memorandum No. 718, designating the Committee on Vegetables, I note there is no representative from this Bureau on that committee.

I am not sure of the purpose of this committee, but believe there should be representatives interested in the utilization of vegetables. Also, Miss Charlotte Chatfield of this Bureau is working on the composition of vegetables, has a bulletin on the subject, a copy of which I am enclosing, and is now collecting data on the mineral content of vegetables with special reference to variation under different conditions of production. This type of work is very pertinent, I would say, to any advance in vegetable production. So, if it is in order, I would like to suggest that Miss Chatfield be added as a member of this committee, and if possible also Doctor Florence King who is in charge of the work on the study of consumer quality of vegetables and directs the studies on utilization. If it is a question of only one, I believe it would be wiser to appoint Miss Chatfield, since her work is more fundamental and she could keep in touch with what Doctor King's section is doing.

Sincerely yours,

Louise Stanley

Louise Stanley
Chief.

LS:KO

9.12
Recorded by



DEPARTMENT OF AGRICULTURE
WASHINGTON

June 11, 1937.

MEMORANDUM NO. 722

Ordered no 259 6/17/37
FILED
★ JUN 21 1937
Please return to the
Secretary's File Room

Observance of Laws and Regulations

The administrative officers of the Department, including its various bureaus and offices, are devoting increasing amounts of time and thought to the development of regulations and procedural instructions designed to supply essential control, advice, and assistance in the performance of the vast and complex operations with which we are charged. The need for this is recognized by interested officers and employees throughout the entire Department, and splendid cooperation and many helpful suggestions have been received from a variety of sources. With the rapid expansion of our activities, the introduction of new projects involving practices for which no background of operating experience exists, and the employment of persons whose familiarity with Government routine is limited, it is not surprising that many difficult problems have developed which admittedly have resulted at times in delay, interference, and embarrassment to the work. The major difficulties experienced in the past have been surmounted, however, and while some degree of difficulty is inherent in government operations, with the continued intelligent and helpful cooperation of the officials of this and other governmental agencies it is believed that no impassable barriers to the performance of the necessary functions will be encountered.

Inquiries made by the investigational staffs of the Department and of the General Accounting Office have revealed that in a limited number of cases officials and employees have attempted to provide "easy" solutions of some of the operating problems encountered in their work. The evidence usually indicates that these actions have provided no personal benefit to the individuals concerned but on the contrary have been intended to expedite the performance of Government business, often with consequent reduction in the expenditure of public funds. While the Department commends constant endeavor on the part of all employees to devise ways and means for expediting the transaction of business and to reduce unnecessary "red-tape", it is apparent that the persons responsible do not recognize the serious implications of such actions when they involve disregard of legal or other properly constituted restrictions. In such cases they violate laws and regulations designed to provide for orderly processes of government, and the responsible supervisory officials of the Department and of its bureaus and offices can

1917

1917

The Administrative Officers of the Department, including the

and many other suggestions have been received from a variety of sources.

These have been given consideration for which no record of constructive action

has been made by the Department.

not condone such transactions, however well intentioned. Detection must necessarily result in the imposition of penalties which may sometimes seem of unwarranted severity in the light of the motives involved.

Investigations which have been made indicate also that in a very minor number of instances members of the Department staff have deliberately violated laws and regulations to permit the accomplishment of objectives known to be prohibited, to avoid the time and effort required to conduct the business in the approved fashion, and for other purposes. The policy of the Department in handling such cases is well known.

The approved procedures constitute the only legal, effective and really expeditious methods of conducting Department business. It is the policy of the Department to constantly review the current administrative, personnel, fiscal and property requirements to the end that operations may always be on the best basis permitted by existing law. If authorized procedures, whether by law, regulation or requirement, seem, without due warrant therefor, to prevent the expeditious transaction of the business with which any employee is charged, the remedy lies, as pointed out to the staff of the Department when the revised Regulations were issued July 1, 1936, in reporting such matters, through bureau channels to this office, in order that determinations may be made whether the requirements can or should be modified.

The purpose of this memorandum is to make clear that while the Department welcomes all proper efforts to improve existing requirements it cannot sanction their disregard, whatever the intent may be of those who become involved in such transactions.

H A Waller

Secretary.

It is the intention of the Department to permit the recognition of the rights of the natives in the light of the facts involved.

to permit the recognition of the rights of the natives in the light of the facts involved. The policy of the Department in handling such cases is well known.

The approved procedure consists of the only legal, effective and of a suitable Government business. It is the

personal, fiscal and property requirements to the end that questions may always be on the basis of the existing law. It is

of this memorandum is to make clear that while the all proper efforts to improve existing requirements of their disregard, whatever the intent may be of those involved in such transactions.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

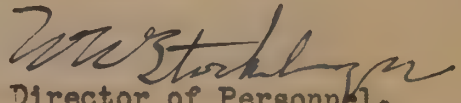
June 11, 1937.

MEMORANDUM FOR MR. APPLEBY:

Evidence of fiscal and other irregularities on the part of Department employees is constantly being developed by the investigational unit and it is the feeling of that unit that the volume of such evidence is only restricted by the limitations in the number of investigations made. It is, of course, imperative to attack this problem from as many angles as possible, and the attached file represents two efforts.

The first is in the form of letters prepared by Mr. Forster for the signature of the Secretary addressed to the chiefs of bureaus. The purpose of these letters is to emphasize the responsibility of the chiefs of bureaus in the matter of direct supervision and also to correct conditions in the matter of reporting irregularities and the infliction of penalties. Similar letters have been prepared in the past, but it seems necessary to make periodical efforts to keep these subjects active.

The second effort is in the form of a proposed Secretary's Memorandum, prepared in the Office of Budget and Finance, to be widely distributed throughout the Department. The tone of this communication takes into account the general character of distribution proposed for it and the impossibility of preventing such a communication from becoming public. The mild tone of this communication may make it ineffective in those cases of willful and deliberate violators, but it is hoped that it will tend to deter, and therefore keep out of trouble some of the well-intentioned people who strain beyond the point of tolerance in cutting corners fiscally to get things done.


Director of Personnel.


Director of Finance.

Enclosures.

CONFIDENTIAL

June 11, 1937

MEMORANDUM FOR CHIEF
BUREAU OF AGRICULTURAL ENGINEERING

Dear Mr. McCrory:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendore' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11, 1937

CONFIDENTIAL

RECOMMENDATIONS FOR THE INVESTIGATION OF CASES INVOLVING EMPLOYEES OF THE DEPARTMENT OF THE ARMY

Dear Mr. Murphy:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of obtaining payment for purchases of supplies and equipment, the preparation and submission for payment of inventories and falsely stated vendors' bills, and the so-called addition of vendors' vendors to avoid the recording of disbursements as required by law.

Any irregularity, falsification, or discrepancy involving responsibility to or a claim on behalf of the United States must be reported promptly and fully by the Bureau to my office and by the Department to the General Accounting Office. It is essential that the Bureau not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the Bureau has taken or will take to prevent or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submission with recommendations as promptly as possible after the irregularities have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your Bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

CSF:MCC
2-18-37

CONFIDENTIAL

June 11, 1937

MEMORANDUM FOR CHIEF
BUREAU OF ANIMAL INDUSTRY

Dear Doctor Mohler:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11, 1937

MEMORANDUM

RECOMMENDATIONS FOR THE INVESTIGATION OF
RECENTLY RECOVERED CASES OF FISCAL IRREGULARITIES

Recently recovered cases of fiscal irregularities involving employees of the Government have come to my attention. These have included the checking of receipts made on receipt, the checking of vendors' cases on purchase for the purpose of obtaining payment for purchase of supplies and equipment, the investigation and elimination for payment of improperly and falsely stated purchases, and the so-called collection of purchase vendors to avoid the payment of competition as required by law.

Any irregularity, falsification, or dishonesty involving responsibility to or a claim on behalf of the United States must be reported promptly and fully by the person in my office and by the Department to the General Accounting Office. It is essential that the person not only report to my office immediately but also report irregularities which come to their attention, but also report to my office within a reasonable period their knowledge of any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the Bureau has taken or will take in respect of such the investigation and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submission of such recommendations as promptly as possible after the offenses have been discovered. The procedure should be followed also in cases of subsequent disciplinary action of your Bureau. Several recommendations for the investigation of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

It is extremely important to observe the number of pages of the type retained in, and it seems appropriate to direct attention again to the possibility of the number being altered by the printer or others, and to provide the necessary facilities for the retention of copies of the original. The supervisor of printing and design should be aware of what number has been printed and should be aware of the fact that the number should be printed at all times.

(Signed)

* 1/2 - 3/4 - 1/2 - 1/2 - 1/2

followed

• 1851-504.

CONFIDENTIAL

June 11, 1937.

MEMORANDUM FOR CHIEF
BUREAU OF BIOLOGICAL SURVEY

Dear Doctor Gabrielson:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1937

CONFIDENTIAL

MEMORANDUM FOR THE CHIEF
OF BUREAU OF INVESTIGATION

Dear Director:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the filing of fictitious claims on payrolls, the issuance of vouchers for expenses on payrolls for the purpose of obtaining payment for purchase of supplies and equipment, the presentation and submission for payment of incorrect and falsely stated vouchers, and the so-called selling of purchase vouchers to avoid the record of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the Bureau to my office and by the Department to the General Accounting Office. It is essential that the Bureau not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consultation with the investigator's report a statement showing the action which the Bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the attention by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your Bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

CTT:RCC
3-19-37

CONFIDENTIAL

June 11, 1937

MEMORANDUM FOR CHIEF
BUREAU OF CHEMISTRY AND SOILS

Dear Doctor Knight:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11, 1937

MEMORANDUM

RECOMMENDATIONS FOR THE INVESTIGATION OF CASES OF MISCONDUCT INVOLVING EMPLOYEES OF THE BUREAU OF REVENUE

Dear Mr. Tolson:

Enclosed are several cases of fiscal irregularities involving employees of the Department. These cases have been referred to the Bureau of Investigation for its consideration. The following are the names of the employees involved, the nature of the irregularities, and the results of the investigation. The Bureau of Investigation is requested to conduct a thorough investigation of each case and to report the results thereof to the Bureau of Revenue.

Any irregularity, falsification, or dishonesty involving an employee of the Department should be reported promptly and fully by the Bureau of Investigation to the Bureau of Revenue. It is essential that the Bureau of Investigation not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their own report on any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the Bureau of Revenue for the Bureau of Accounting Office, and it would be advantageous to both the Bureau of Accounting Office and the Bureau of Revenue to have for consideration with the investigator's report a statement showing the action which the Bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the attention of the Bureau of Investigation for its consideration. It is suggested that the Bureau of Investigation be kept advised of the progress of the investigation, and I will be anxious to receive the results of the investigation as promptly as possible after the completion of the investigation. This procedure should be followed also in cases of misconduct involving employees of the Bureau. Several recommendations for the investigation of cases of misconduct involving employees of the Bureau are enclosed.

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

H. A. Wallace

Secretary.

With have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unexplained. It seems more or less generally reported in my office, accompanied with all of the pertinent facts and reports, with a recommendation conclusively relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely difficult to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibility of the person of the office to observe the situation essential for the production of public interest. The production of knowledge and the operation of the office is a matter of major concern and no effort should be made to improve the situation and effective control are available at all times.

From the 2nd of 1900
(1900)

• 1900-1901

Yellowish

1871

758
June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
FOOD AND DRUG ADMINISTRATION

Dear Mr. Campbell:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

THE SECRETARY OF THE ARMY
WASHINGTON, D. C.
JUNE 1, 1937

June 1, 1937

MEMORANDUM

TO: THE SECRETARY OF THE ARMY
FROM: THE ADJUTANT GENERAL
SUBJECT: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

CTF:WCH
3-19-37

It is extremely desirable to preserve the memory of
what of the type referred to, and if some organization is
directed attention given to the preservation of the papers
of the deceased, the material remaining for the preservation
of public interest. The organization of collecting and placing
material should be a matter of some concern and an effort
should be made to secure that material and effective control
be maintained at all times.

2011-12-12

21750

ST
June 11, 1937

CONFIDENTIAL

MEMORANDUM FOR DIRECTOR OF EXTENSION

Dear Doctor Warburton:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11, 1937

CONFIDENTIAL

MEMORANDUM FOR THE DIRECTOR OF THE BUREAU

Dear Sir:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of names on payrolls for the purpose of reflecting payment for purchases of supplies and equipment, the preparation and submission for payment of invoices and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the Bureau to the office and by the Department to the General Accounting Office. It is essential that the Bureau not only report to the office immediately and also fiscal irregularities which come to their attention, but also report to the office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement covering the action which the Bureau has taken or will take in respect to adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission of you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This promptness should be followed also in cases of misconduct involving employees of your Bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

H. Wallace

Secretary.

CFF:lmb
3-19-37

which have recently come to my attention have been noted from two
to five months after commission or discovery of the case for which
disciplinary action was recommended. Such delay on the part of
disciplinary officials of the Bureau is, of course, entirely
unwarranted. If these cases are promptly reported to my office,
I shall be able to take prompt action and, with your
cooperation, every effort will be made in my office to handle
them promptly.

It is extremely desirable to secure the number of
cases of the type referred to, and it seems appropriate to
direct attention to the fact that the Bureau is not
able to provide the information essential for the prosecution
of public interests. The supervision of accounting and financial
operations should be a matter of major concern and no effort
should be spared to insure that all such and effective controls
are available at all times.

Very truly yours,
Secretary
(Signed)
Secretary's File Room

W. A. Wallace

Secretary

7-15-47
The following is a list of the cases referred to in the
report of the Bureau of the Department of the Interior
for the year 1946. It is to be understood that the
cases are listed in the order in which they were received
by the Bureau and not in the order in which they were
disposed of.

The following is a list of the cases referred to in the
report of the Bureau of the Department of the Interior
for the year 1946. It is to be understood that the
cases are listed in the order in which they were received
by the Bureau and not in the order in which they were
disposed of.

The following is a list of the cases referred to in the
report of the Bureau of the Department of the Interior
for the year 1946. It is to be understood that the
cases are listed in the order in which they were received
by the Bureau and not in the order in which they were
disposed of.

which have recently come to my attention have been cited from the
disciplinary action was recommended, such being as the part of
advising. If these cases are promptly reported to my office,
accompanied with all of the pertinent facts and dated June 11, 1937,
advising me regarding the essential facts, and with your
CONFIDENTIAL, every effort will be made in my office to handle

MEMORANDUM FOR CHIEF
OFFICE OF EXPERIMENT STATIONS

Dear Mr. Jardine:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11, 1937

CONFIDENTIAL

MEMORANDUM FOR THE SECRETARY
OF THE TREASURY

Dear Mr. Tamm:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the Bureau to my office and by the Department to the General Accounting Office. It is essential that the Bureau not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement setting out the action which the Bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your Bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

CTF:lmb

3-19-37

which have recently come to my attention have been asked from two of the following either commission or discovery of the acts for which they are being asked. When asked on the part of the administrative officials of the Bureau is, of course, entirely unimportant. If these cases are promptly reported to my office, they will be handled with all of the persistent labor and resources, and with your assistance, every effort will be made in my office to handle them promptly.

It is extremely disappointing to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the national police to provide the safeguards essential for the protection of public interests. The supervision of accounting and financial operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

(original)

2152-0311

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10-1-1-1

which have recently come to my attention have been listed from the
the five million dollar deficiency of the debt for which
disabilities have been imposed. Each copy of the report of
administrative officials of the Bureau is, of course, June 11, 1937,
submitted, and every case is promptly reported to my office,
concerned with all of the pertinent facts and figures, with a
summary concisely relating the essential facts, and with your
CONFIDENTIAL on, every effort will be made in my office to handle
these promptly.

It is respectfully MEMORANDUM FOR CHIEF of the Bureau of
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE, to
direct attention to the responsibilities of the Bureau
to provide the information essential for the protection
Dear Mr. Strong: The supervision of accounting and fiscal
operations is a matter of great importance and an effort

Recently several cases of fiscal irregularities involving
employees of the Department have come to my attention. These have
included the placing of fictitious names on payrolls, the placing
of vendors' names on payrolls for the purpose of effecting payment
for purchases of supplies and equipment, the preparation and sub-
mission for payment of incorrectly and falsely stated purchase
vouchers, and the so-called splitting of purchase vouchers to
avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving
accountability to or a claim on behalf of the United States must
be reported promptly and fully by the bureaus to my office and by
the Department to the General Accounting Office. It is essential
that the bureaus not only report to my office immediately any
fiscal irregularities which come to their attention, but also
submit to my office within a reasonable period their comments on
any irregularities which have been discovered or investigated by
the Division of Investigations. In the latter instance, a copy
of the investigator's report is transmitted to the bureau and to
the General Accounting Office, and it would be advantageous to
both the Department and the General Accounting Office to have for
consideration with the investigator's report a statement showing
the action which the bureau has taken or will take to correct or
adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you
of appropriate recommendations for disciplinary action against the
employees involved, and I wish to emphasize the importance of your
submitting such recommendations as promptly as possible after the
offenses have been committed or discovered. This procedure should
be followed also in cases of misconduct involving employees of your
bureau. Several recommendations for the imposition of penalties

1947

my investigation, collection, or laboratory investigation
accountability to or a chain of command of the United States must
be reported promptly and fully by the Bureau to an office and by
the Department to the General Accounting Office. It is essential
that the Bureau not only report to its office immediately but
also financial irregularities which come to their attention, but also
submit to its office within a reasonable period their knowledge of
any irregularities which have been discovered or investigated by
the Division of Investigation. In the latter instance, a copy
of the investigator's report is transmitted to the Bureau and to
the General Accounting Office, and it would be desirable, even to
both the Department and the General Accounting Office in order for
coordination with the investigator's report a statement showing
the action which the Bureau has taken or will take to correct or
prevent the irregularities and to prevent their recurrence.

These cases will presumably require the attention of you of appropriate recommendations for effect. Every action against the employees involved, and I wish to emphasize the importance of your attention and recommendations as promptly as possible after the offenses have been committed or discovered. The procedure should be followed also in cases of misconduct involving employees of your Bureau. Several recommendations for the inclusion of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

H. A. Wallace

Secretary.

CTF:MCC
3-19-37

which have recently come to my attention have been dated from the
to five months after commission or discovery of the crime for which
imprisonment action was recommended. Such delay on the part of
administrative officials of the Bureau is, of course, entirely
unwarranted. If these cases are promptly reported to my office,
recommended with all of the pertinent facts and reasons, with a
recommendation concisely stating the essential facts, and with your
recommendation, every effort will be made in my office to handle
them promptly.

It is extremely disturbing to observe the number of
cases of the type referred to, and it seems imperative to
direct attention again to the responsibilities of the Bureau
to provide the necessary assistance for the protection
of public interests. The supervision of economic and financial
conditions should be a matter of major concern and no effort
should be spared to insure that adequate and effective controls
are available at all times.

Very truly,
(Signed)
Director

W. A. Rorer

SECRETARIES

not only means to my office immediately and
information which must be kept confidential and
2-1-17

of the investigation is to be conducted in the most
and the Bureau and the General Accounting Office in order to
the action of the Bureau has been so far as possible
to the information and to prevent their further work.

and the Bureau is to be kept in the most
and the Bureau is to be kept in the most
and the Bureau is to be kept in the most

-2- *PT.*

which have recently come to my attention have been listed from time to time months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, June 11, 1937

CONFIDENTIAL, every effort will be made in my office to handle these promptly.

It is extremely MEMORANDUM FOR CHIEF the number of cases of the type of BUREAU OF DAIRY INDUSTRY MEMORANDUM FOR CHIEF to direct attention to the fact that the Bureau of Dairy Industry is to report the irregularities which are the protection of the Department. The responsibility of accounting and fiscal operations should be a matter of order and not of effort.

Dear Mr. Reed;

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

H a w a l l a c e

Secretary.

OTF:MCC
3-19-37

which have recently come to my attention have been dated from two to five months after completion of the work for which they were intended. It is recommended that the delay in the receipt of the work be reduced to a minimum. It is suggested that the work be completed within a period of one month after the receipt of the work. It is suggested that the work be completed within a period of one month after the receipt of the work. It is suggested that the work be completed within a period of one month after the receipt of the work.

It is extremely important to observe the number of cases of the type mentioned above, and it is recommended that the work be completed within a period of one month after the receipt of the work. It is suggested that the work be completed within a period of one month after the receipt of the work. It is suggested that the work be completed within a period of one month after the receipt of the work.

Submitted for the file (bureau)

W. W. Brown

RECEIVED

RECEIVED
JAN 11 1941

RECEIVED
JAN 11 1941

RECEIVED
JAN 11 1941

P.P.

which have recently come to my attention have been noted from time to time by the office maintaining an inventory of the acts for which disciplinary action was recommended. Each entry on the part of administrative officials of the Bureau is, of course, carefully reviewed. If these cases are properly handled, they will be recommended with all of the pertinent facts and records, with a summary of the evidence relating to the disciplinary facts, and a recommendation. CONFIDENTIAL In every effort will be made in my office to handle these cases.

June 11 1937

It is respectfully MEMORANDUM FOR CHIEF of the number of cases of the COMMODITY EXCHANGE ADMINISTRATION to be directly attributed to the responsibility of the Bureau. It is essential that the Bureau be kept advised of the progress of the investigation.

Dear Doctor Davel: The responsibility of accounting and fiscal irregularities should be a matter of major concern and an effective remedy. Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

These cases will be carefully watched and the authorities of your
of appropriate recommendations for disciplinary action against the
employees involved. I wish to emphasize the importance of your
cooperation and assistance in handling this matter after the
attitude was made known to the Government. This procedure should
be followed also in cases of all future disciplinary actions of your
employees. Please I request your attention for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallac

Secretary.

CTF:MCC
3-19-37

and I have recently come to my attention have been called from the
to the month after completion of the work for which
eligibility action was recommended. This action in the past of
Administrative Officer of the Bureau is, of course, entirely
recommended. It has been previously reported to me that
recommended all of the military units and personnel with a
recommendation regarding the personnel listed, and with your
recommendation, every effort will be made to get them to the
the Bureau.

It is extremely important to observe the number of
uses of the type pattern in, and if some specimens in
direct attention could be the responsibility of the Bureau
office to measure the volume and essential for the production
of public interest. The collection of specimens and their
operation should be a matter of major concern and it is
should be noted in future that adequate and efficient methods
are available at all times.

10-11-1977

Handwritten: 10-11-19

CONFIDENTIAL

June 11 1937.

MEMORANDUM FOR CHIEF
FOREST SERVICE

Dear Mr. Silcox: The accuracy essential for the protection

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1937

1870

Several hundred cases of blood poisoning were reported from the Southwest and West Coast of the United States. The disease is characterized by a high fever, chills, and a general malaise. It is caused by a bacterium which enters the body through a wound or a break in the skin. The disease is most common in the summer months and is especially prevalent in the Southwest. It is a serious condition and can be fatal if not treated promptly. The treatment consists of antibiotics and supportive care. Prevention is the key to avoiding this disease. It is important to keep wounds clean and to avoid contact with contaminated water or soil.

the investigation, identification, or location of persons
concerned in or a claim on behalf of the United States and
be reported promptly and fully by the Bureau in its annual
the Department to the General Accounting Office. It is essential
that the Bureau not only report to the Office immediately and
those investigations which come to their attention, but also
report to the Office within a reasonable period their knowledge of
any investigations which have been discovered or investigated by
the Division of Investigation. In the latter instance, a copy
of the investigation's report is transmitted to the Bureau and to
the General Accounting Office, and it would be advantageous to
keep the Department and the General Accounting Office in close
communication with the investigation's report a statement of
the action which the Bureau is taking or will take to prevent or
prevent the investigation and to prevent their recurrence.

These cases will frequently require the attention of the
of appropriate arrangements for distribution under special
and, as a result, will be subject to the payment of
of the same. The following are the cases in which the
of the same have been reported or discovered. This number will
be followed also in cases of unusual results, and in
cases. Several arrangements for the payment of the same

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely, Secretary's File Room

(Signed)

H. A. Wallace

Secretary.

OWP:HCC

3-19-37

which have recently come to my attention have been based from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unwarranted. It seems clear that disciplinary action should be taken immediately with all of the personnel listed and present, with a minimum of delay in the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely difficult to observe the number of cases of the type referred to, and it seems appropriate to direct attention to the responsibility of the Bureau to provide the necessary essential for the protection of public interests. The responsibility of management and financial officials should be a matter of major concern and no effort should be spared to insure that accurate and effective methods are available at all times.

Secretary's File Room
(Signed)

W. C. C. C.

CONFIDENTIAL

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

H. A. Wallace

Secretary.

CVF:MCC
3-19-37

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unacceptable. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely stating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely desirable to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the Bureau officials to provide the data which are essential for the protection of public interests. The investigation of corruption and financial operations should be a matter of major concern and no effort should be spared to insure that accurate and effective controls are available at all times.

Director's File Room
(Room 2)

Enclosure

L. A. Wallace
W. A. Wallace
Secretary

2-13-37

which have recently come to my attention have been held from me for five months after completion of the work for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unacceptable. It is hoped that the prompt action of the Bureau will be taken with all of the personnel files and that the Bureau will then promptly.

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF FISCAL INQUIRY
to provide the safeguards essential for the protection
Dear Mr. Richey:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

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Y. ...

[illegible]

These were all things which I had done for you.

I am now at home, and I am very glad to hear from you. I hope you are well and happy. I have been thinking much lately about the future, and how we can make the most of our lives. I believe that if we only try, we can do anything we want to do.

I am your affectionate friend,
John Doe

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the Bureau Chief to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

OFFICE
3-19-37

It is extremely important to observe the water at
points of the river referred to, and it is recommended to
employ attention only to the responsibility of the water
which is required for navigation. For the purpose
of health inspection. The supervision of navigation and
navigation should be a matter of water concern and is
should be noted to insure that adequate and efficient
navigation is maintained.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

207-1014

B.P.

which have recently been in my attention and have been found to be in five or six other instances or instances of the same for which disciplinary action was recommended. Some delay on the part of administrative officials of the Bureau is, of course, not unusual. If these cases are promptly reported June 11, 1937, accompanied with all of the pertinent facts and figures, and a CONFIDENTIAL summary relating the essential facts, and if the CONFIDENTIAL summary, every effort will be made to get them to the Bureau promptly.

MEMORANDUM FOR CHIEF

It is extremely SOIL CONSERVATION SERVICE is subject of cases of the type referred to, and it is appropriate to direct attention again to the responsibility of the Bureau chief in seeing that the staff is vigilant for the protection of the Bureau. The supervision of accounting and fiscal matters should be maintained.

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1 1937

1890-1891

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that the Bureau not only report to its office immediately any initial investigation which comes to their attention, but also report to its office within a reasonable period their knowledge of any investigation which have been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the Bureau's report is transmitted to the Bureau and to the Federal Probation Office, and it shall be transmitted to the Department and the Federal Probation Office to have for consultation with the Investigator's report a statement showing the action which the Bureau has taken or will take in respect to such the investigation and to provide their procedure.

Several recommendations for the location of facilities are followed also in cases of minimum level of expenses of your efforts have been committed or discovered. This procedure would require such recommendations as promptly as possible after the efforts are involved, and I wish to express the importance of your of appropriate recommendations for identifying other areas of the These cases will primarily require the attention of you

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,
Secretary's File Room
(Ried)
H. A. Wallace
The Director of Investigation and Control

Secretary.

Any irregularity, transgression, or administrative investigation
CYP:lab
8-19-57
which may be or a state on behalf of the United States may
be promptly and fully by the Bureau to my office and by
the Department to the General Accounting Office. It is essential
that the Bureau not only report to my office immediately any
"factual irregularities" which come to their attention, but also
submit to my office within a reasonable period their comments on
any recommendations which have been suggested or investigated by
the Division of Investigation. In the latter instance, a copy
of the Division's report is transmitted to the Bureau and to
the General Accounting Office, and it would be advantageous to
have the Bureau and the General Accounting Office to have the
participation with the Division's report a systematic clearing
the action which the Bureau has taken or will take to correct or
prevent the transgression and to prevent future transgressions.

There should be a prompt report to the Bureau of any
of irregularities transgressions for disciplinary action against the
employees involved, and I wish to emphasize the Department of your
submitting such recommendations as promptly as possible after the
offenses have been suggested or discovered. This procedure should
be followed also in cases of suspected employee employees of your
Bureau. Prompt recommendations for the imposition of penalties

which have recently come to my attention I have been asked from time to time whether after commission or discovery of the sale for value of the property action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely understandable. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, and with your recommendation concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely desirous to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibility of the Bureau to provide the adequate essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and an effort should be spared to insure that adequate and effective controls are available at all times.

Respectfully,
Director's File Room

Sincerely,

W. C. C. C. C.

Respectfully,

W. C. C. C. C.

W. C. C. C. C.

W. C. C. C. C.

W. C. C. C. C.

W. C. C. C. C.

P.

which have recently come to my attention have been noted from time to time within the office of the Bureau of Public Roads. It is essential that the Bureau of Public Roads be kept advised of all of the pertinent facts and circumstances surrounding the same. It is the policy of the Department to keep the Bureau of Public Roads advised of all of the pertinent facts and circumstances surrounding the same. It is the policy of the Department to keep the Bureau of Public Roads advised of all of the pertinent facts and circumstances surrounding the same.

June 11, 1937.

CONFIDENTIAL

It is extremely MEMORANDUM FOR CHIEF of the Bureau of Public Roads. It is the policy of the Department to keep the Bureau of Public Roads advised of all of the pertinent facts and circumstances surrounding the same. It is the policy of the Department to keep the Bureau of Public Roads advised of all of the pertinent facts and circumstances surrounding the same.

BUREAU OF PUBLIC ROADS

Dear Doctor MacDonald: The responsibility of administering the Bureau of Public Roads is a heavy one and it is essential that the Bureau of Public Roads be kept advised of all of the pertinent facts and circumstances surrounding the same.

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 11, 1937

CONFIDENTIAL

MEMORANDUM FOR THE DIRECTOR
FROM: SAC, NEW YORK

RE: [Illegible]

Recently several cases of illegal investigation involving employees of the Government have come to my attention. These have included the filing of affidavits for the purpose of obtaining payment of salaries, wages or benefits, the procurement of confidential informants for purposes of investigation, and the so-called collection of evidence without the authority of a subpoena or other legal process.

For investigation, falsification, or disclosure of confidential informants to or a claim on behalf of the United States and its agencies, the Government is entitled to the assistance of the Federal Bureau of Investigation. It is essential that the Bureau not only report to my office immediately but also that the investigation which came to my office be conducted by a confidential informant who has been discovered or investigated by the Division of Investigation. In the latter instance, a copy of the investigation's report is furnished to the Bureau and to the Federal Bureau of Investigation. The Bureau is requested to take the necessary steps to prevent the investigation from being conducted in a manner which will result in the disclosure of confidential informants and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your expeditious and recommended action. This procedure should be followed also in cases of suspected involvement of employees of the Bureau. Appropriate recommendations for the investigation of employees

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallace

Secretary.

GEF:mcC
3-12-37

which have recently come to my attention have been taken from two
 to five months after completion of the work for which
 disciplinary action was recommended. This delay on the part of
 administrative officials of the Bureau is, of course, entirely
 unwarranted. If these cases are properly brought to my office,
 accompanied with all of the pertinent facts and figures, with a
 memorandum concisely relating the essential facts, and with proper
 recommendation, every effort will be made in my office to handle
 them promptly.

It is extremely desirable to observe the number of
 cases of the type referred to, and it seems appropriate to
 direct attention again to the responsibilities of the Bureau
 chiefs to provide the safeguards essential for the protection
 of public interests. The supervision of accounting and internal
 operations should be a matter of major concern and no effort
 should be spared to insure that adequate and effective controls
 are available at all times.

Secretary's File Room
 (b)(7)(d)

Sincerely,

H. A. Wallace

Secretary.

OTW:WGC
 3-19-37

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR ADMINISTRATOR
RECESSION ADMINISTRATION

Dear Doctor Alexander:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1937

CONFIDENTIAL

REPLY TO YOUR LETTER OF JUNE 1, 1937

REPLY TO YOUR LETTER OF JUNE 1, 1937

Dear Doctor Alexander: In your letter of June 1, 1937, you mentioned several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the Bureau to my office and by the Department to the General Accounting Office. It is essential that the Bureau not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the Bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the attention of you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of innocent involving employees of your Bureau. Several recommendations for the imposition of penalties

June 11, 1937

CONFIDENTIAL

MEMORANDUM FOR CHIEF
WEATHER BUREAU

Dear Mr. Gregg:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

June 1, 1977

MEMORANDUM FOR THE DIRECTOR
SUBJECT: [Illegible]

Page 1 of 1

Recently several cases of racial discrimination involving employees of the Government have come to my attention. These have included the denial of promotion to an employee, the denial of a transfer to a better position, and the denial of a promotion to a higher position. In each case, the employee was a member of a minority race. The Government has a duty to ensure that all employees are treated fairly and without discrimination. It is the policy of the Government to provide equal employment opportunities for all persons without regard to race, color, religion, sex, or national origin. It is the responsibility of the Government to ensure that this policy is followed in all cases.

My investigation, consultation, or discussion involving the employee in each case has resulted in the following recommendations. In the first case, the employee was denied a promotion to a higher position. The Government has a duty to ensure that all employees are treated fairly and without discrimination. It is the policy of the Government to provide equal employment opportunities for all persons without regard to race, color, religion, sex, or national origin. It is the responsibility of the Government to ensure that this policy is followed in all cases. In the second case, the employee was denied a transfer to a better position. The Government has a duty to ensure that all employees are treated fairly and without discrimination. It is the policy of the Government to provide equal employment opportunities for all persons without regard to race, color, religion, sex, or national origin. It is the responsibility of the Government to ensure that this policy is followed in all cases. In the third case, the employee was denied a promotion to a higher position. The Government has a duty to ensure that all employees are treated fairly and without discrimination. It is the policy of the Government to provide equal employment opportunities for all persons without regard to race, color, religion, sex, or national origin. It is the responsibility of the Government to ensure that this policy is followed in all cases.

These cases will prompt me to review the situation by me of the Government's responsibility for discriminatory action against the employee involved, and I wish to ensure that the Government is following its policy to provide equal employment opportunities for all persons without regard to race, color, religion, sex, or national origin. This review will be completed as soon as possible. It is the policy of the Government to provide equal employment opportunities for all persons without regard to race, color, religion, sex, or national origin. It is the responsibility of the Government to ensure that this policy is followed in all cases.

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureau is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

Hawallac

Secretary.

GTF:VUC
3-19-37

which have recently come to my attention have been dated from two to five months after completion of the work for which they were intended. It is therefore suggested that the work be done in a more systematic manner, and that the results be reported to me at regular intervals. It is also suggested that the work be done in a more systematic manner, and that the results be reported to me at regular intervals.

It is extremely desirable to observe the number of cases of the type referred to, and it seems reasonable to suggest that the work be done in a more systematic manner, and that the results be reported to me at regular intervals. It is also suggested that the work be done in a more systematic manner, and that the results be reported to me at regular intervals.

Secretary's File Room
(Signed)

Sincerely,

H. A. Wallace

Secretary.

2-15-37

100-100000

June 11, 1937]

CONFIDENTIAL

MEMORANDUM FOR ADMINISTRATOR
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Dear Mr. Tolley:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

January 1, 1937

CONFIDENTIAL

ADMINISTRATIVE ACCOUNTING

Dear Mr. Tolson:

Recently several cases of illegal type utilized involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of collecting payment for purchases of supplies and equipment, the overpayment and mis- direction for payment of incorrectly and falsely stated expenses vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or disclosure involving responsibility to or a claim on behalf of the United States must be reported promptly and fully by the Bureau to my office and by the Department to the General Accounting Office. It is essential that the Bureau not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Bureau and the General Accounting Office to have for consultation with the investigator's report a statement showing the action which the Bureau has taken or will take in respect to adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your Bureau. Several recommendations for the institution of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room
(Signed)

H. Wallace

Secretary.

GTF:MCC
2-18-37

File returned to

M. Foster

which have recently come to my attention have been listed from two to five months after completion of the work for which disciplinary action was recommended. Such delay on the part of administrative officials of the Bureau is, of course, entirely unacceptable. If these cases are promptly reported to my office, recommended with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly.

It is especially desirable to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibility of the Bureau officials to provide the records essential for the handling of such matters. The supervision of accounting and fiscal operations should be a matter of major concern and no effort should be spared to insure that adequate and effective records are available at all times.

Very truly,
Director

Enclosure

Enclosure

Enclosure

June 11, 1937.

CONFIDENTIAL

MEMORANDUM FOR CHIEF
BUREAU OF AGRICULTURAL ECONOMICS

Dear Doctor Black:

Recently several cases of fiscal irregularities involving employees of the Department have come to my attention. These have included the placing of fictitious names on payrolls, the placing of vendors' names on payrolls for the purpose of effecting payment for purchases of supplies and equipment, the preparation and submission for payment of incorrectly and falsely stated purchase vouchers, and the so-called splitting of purchase vouchers to avoid the securing of competition as required by law.

Any irregularity, falsification, or discrepancy involving accountability to or a claim on behalf of the United States must be reported promptly and fully by the bureaus to my office and by the Department to the General Accounting Office. It is essential that the bureaus not only report to my office immediately any fiscal irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the bureau and to the General Accounting Office, and it would be advantageous to both the Department and the General Accounting Office to have for consideration with the investigator's report a statement showing the action which the bureau has taken or will take to correct or adjust the irregularities and to prevent their recurrence.

These cases will frequently require the submission by you of appropriate recommendations for disciplinary action against the employees involved, and I wish to emphasize the importance of your submitting such recommendations as promptly as possible after the offenses have been committed or discovered. This procedure should be followed also in cases of misconduct involving employees of your bureau. Several recommendations for the imposition of penalties

[illegible]

THE UNIVERSITY OF CHICAGO

avoid the securing of commissions as required by law. mission for payment of insurance and Colonial stated that the far purchase of supplies and equipment, the government and with of vouchers, names on vouchers for the purpose of effective payment included the names of witnesses on vouchers, the names of employees of the department have come to my attention. There have recently several cases of illegal practices involving

any investigation, identification, or discovery involving accountability to an estate on behalf of the United States must be reported promptly and fully by the Bureau to my office and by the Government to the General Accounting Office. It is essential that the Bureau not only report to my office immediately any financial irregularities which come to their attention, but also submit to my office within a reasonable period their comments on any irregularities which have been discovered or investigated by the Division of Investigations. In the latter instance, a copy of the investigator's report is transmitted to the Bureau and to the General Accounting Office, and it would be advantageous to both the Government and the General Accounting Office to have for consultation with the investigator's report a statement of opinion the action which the Bureau has taken or will take in regard to adjust the investigation and to prevent their recurrence.

These cases will certainly require the attention of your
of appropriate recommendations for disciplinary action against the
employees involved, and I wish to express the importance of your
submitting such recommendations as quickly as possible after the
offense have been committed or discovered. The prompt receipt
be followed also in cases of discipline involving employees of your
personnel. Every recommendation for the imposition of penalties

which have recently come to my attention have been dated from two to five months after commission or discovery of the acts for which disciplinary action was recommended. Such delay on the part of administrative officials of the bureaus is, of course, entirely unwarranted. If these cases are promptly reported to my office, accompanied with all of the pertinent facts and records, with a memorandum concisely relating the essential facts, and with your recommendation, every effort will be made in my office to handle them promptly. MEMORANDUM NO. 222

It is extremely disquieting to observe the number of cases of the type referred to, and it seems appropriate to direct attention again to the responsibilities of the bureau chiefs to provide the safeguards essential for the protection of public interests. The supervision of accounting and fiscal operations should be a matter of major concern and no efforts should be spared to insure that adequate and effective controls are available at all times.

Sincerely,

Secretary's File Room

Hawallace

Secretary.

OTF:PCG
3-18-37

which have recently come to my attention have been sent from the
is five months after commission or discovery of the crime for which
disciplinary action was recommended. Such delay on the part of
administrative officials of the Bureau is, of course, entirely
unacceptable. If these cases are properly handled by my office,
recommended with all of the pertinent facts and records, with a
recommendation concisely relating the essential facts, and with such
recommendation, every effort will be made in my office to handle
them promptly.

It is extremely disapproved to observe the number of
cases of the type referred to, and it seems appropriate to
direct attention again to the responsibilities of the Bureau
officials to provide the adequate material for the investigation
of each case. The investigation of each case and the
operations should be a matter of major concern and an effort
should be made to insure that adequate and effective controls
are available at all times.

Respectfully,
Sincerely,
Director

[Handwritten signature]

Respectfully,
Sincerely,
Director

[Faint, mostly illegible text block containing several paragraphs of a letter, possibly a draft or a very faded copy. Some words like "Bureau", "investigation", and "operations" are visible.]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 5, 1937

MEMORANDUM NO. 723

(Amendment to Memorandum No. 712)

*Ordered
ru 766
6/16/37
(2)*

FILED
★ JUN 17 1937 M
Please return to the
Secretary's File Room

In accord with recommendations from Dr. Mohler, Chairman of the department Poultry Committee established in Memorandum No. 712, dated March 2, 1937, I am designating Mr. W. D. Termohlen of the AAA as Vice Chairman of that committee, Mr. Berley Winton of the Bureau of Animal Industry as Recording Secretary and Mr. H. L. Shrader of the Extension Service as Executive Secretary.

H A Waller

Secretary

BUREAU OF ANIMAL INDUSTRY D)

(Date)

June 3/97.

Referred, for action checked, to

*Mr. Paul Appley
 Secy to Secy Wallace*

| | |
|------------------------------|------------------------------|
| Approval.* | Mailing. |
| Attention. | Memorandum.* |
| Comment.* | Note and return.* |
| Compliance. | Note and file. |
| Conference. | Previous correspondence. |
| Consideration. | Recommendation.* |
| Correction. | Record. |
| Disposition. | Refer to ----- |
| Examination. | RUSH. |
| Explanation.* | Reply for signature of ----- |
| Filing. | ----- |
| Indicate what action taken.* | Signature. |
| Initials. | Suggestions. |
| Instructions.* | To be rewritten. |
| Investigation. | Your information. |

*See Acting Chief of Bureau's circular letter of April 11, 1916.

*If you have any changes
 or additions to offer I shall
 be glad to comply therewith.*

J. H. M.

(Initials of sender.)

DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

June 3, 1937.

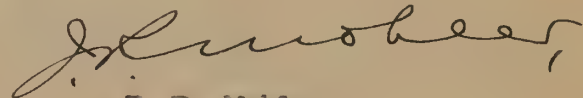
Memorandum to the Secretary.

Dear Mr. Secretary:

At a meeting this afternoon of the Department's Poultry Committee it was the consensus of opinion that this Committee be further organized to include a vice chairman, a recording secretary, and an executive secretary. The personnel to be selected for these places was not discussed, but it is my recommendation that Memorandum No. 712, dated March 2, 1937, be supplemented by naming Mr. W. D. Termohlen, AAA, as Vice Chairman, Mr. Berley Winton, Bureau of Animal Industry, as Recording Secretary, and Mr. H. L. Shrader, Extension Service, as Executive Secretary.

I have already discussed the selection of the first and third individuals with Mr. Appleby and as Mr. Shrader is under Dr. Warburton I have received the approval of the latter for the loan of Mr. Shrader for at least a temporary period or until funds can be obtained for the employment of some one else. Mr. Heaton of Chicago was in the other day and spoke very highly of Mr. Shrader (whom of course I know personally) and further stated it would meet with the unanimous approval of that portion of the poultry industry which he contacts. The fact that Mr. Shrader is a member of the Extension Service under the Secretary's Office and not a member of any Bureau is an additional reason for my recommendation.

Very truly yours,



J. R. Mohler,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

*Ordered
m 9-
7/6/37*

FILED
7 1 1937
Please return to the
Secretary's File Room

July 1, 1937.
~~June~~, 1937.

MEMORANDUM NO. 724

Resettlement Administration

Pursuant to the authority delegated to me in Executive Order No. 7530 of December 31, 1936, as amended, it is hereby ordered that the provisions of Memorandum No. 715 of March 31, 1937, as amended, shall continue in force and effect (unless otherwise hereinbefore specifically provided) until revoked, provided that:

(1) All appointments and reappointments (including promotions, demotions, terminations and all other changes in status) in the field service of the Resettlement Administration where the salaries of the appointees are to be paid out of funds allocated to said Administration for administrative expenses, shall be made by the Office of Personnel of the Department of Agriculture. No person so appointed shall be required to take any oath of office before entering upon the discharge of his duties or before receiving compensation for services performed either under an original appointment or pursuant to any subsequent appointment actions taken after his original appointment; provided, that an oath of office shall be required where the official station of such appointee shall be changed to the seat of the Government.

(2) Subparagraph "e" of paragraph "1" of said Memorandum is hereby amended so as to authorize the Administrator of the Resettlement Administration to sign letters of authorization covering transfers of official station.

H A Wallen

Secretary.

1. The following information is being furnished to you for your information only. It is not to be used for any other purpose. It is not to be distributed outside of the Department of the Interior. It is not to be used for any other purpose. It is not to be distributed outside of the Department of the Interior.

2. The following information is being furnished to you for your information only. It is not to be used for any other purpose. It is not to be distributed outside of the Department of the Interior. It is not to be used for any other purpose. It is not to be distributed outside of the Department of the Interior.

3. The following information is being furnished to you for your information only. It is not to be used for any other purpose. It is not to be distributed outside of the Department of the Interior. It is not to be used for any other purpose. It is not to be distributed outside of the Department of the Interior.

July 6, 1937.

CULTURE
ON

~~Mr. Nelson: Re attached.~~

I have ordered the memorandum duplicated;
if you do not wish to retain these papers,
please have them sent to the Secretary's
File Room. Thank you.

IN REPLY REFER TO

Miss Rest.

MS,
—

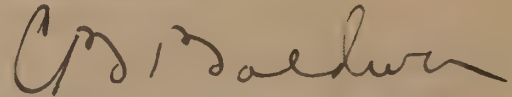
Dear Spike:

As you are probably aware the provisions of Secretary's Memorandum No. 715 expired June 30, 1937.

Attached hereto is a proposed Memorandum extending these provisions for an indefinite period with two modifications:

- 1 Personnel actions regarding field personnel who are paid from administrative funds are to be cleared through the Director of the Personnel Office, Department of Agriculture, and no oath of office need to be taken by such personnel unless the official station is changed to Washington.
- 2 The Administrator is given the authority to sign letters of authorization governing transfers of official station.

Sincerely,



Assistant Administrator

Attachment

Order No. 7890 of October 23, 1917, as amended, it is hereby ordered that the provisions of the Department No. 115 of March 23, 1917, as amended, shall continue in force and effect (with certain modifications) provided that:

1. In the event of the termination of the contract of an employee, the salary of the employee shall be paid out of the funds allocated to said Administration for administrative expenses, shall be paid by the Office of Personnel of the Department of Agriculture. No person so employed shall be regarded as an employee of the Department of Agriculture. The Department of Agriculture shall be responsible for the payment of the salary of such employee. Any subsequent employment of such employee shall be regarded as a new appointment; provided, that an order of appointment shall be required where the official station of such employee shall be changed to the seat of the Government.

(2) Paragraph "B" of Article "II" of said contract is hereby amended so as to read: "The Department of Agriculture shall be responsible for the payment of the salary of such employee."

UNITED STATES DEPARTMENT OF AGRICULTURE
RESETTLEMENT ADMINISTRATION

OFFICE OF THE ADMINISTRATOR

WASHINGTON

July 6, 1937

IN REPLY REFER TO

MEMORANDUM FOR MR. R. M. EVANS,
OFFICE OF THE SECRETARY

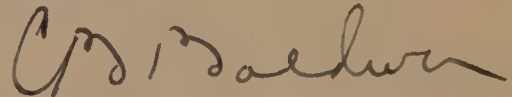
Dear Spike:

As you are probably aware the provisions of Secretary's Memorandum No. 715 expired June 30, 1937.

Attached hereto is a proposed Memorandum extending these provisions for an indefinite period with two modifications:

- 1 Personnel actions regarding field personnel who are paid from administrative funds are to be cleared through the Director of the Personnel Office, Department of Agriculture, and no oath of office need to taken by such personnel unless the official station is changed to Washington.
- 2 The Administrator is given the authority to sign letters of authorization governing transfers of official station.

Sincerely,



Assistant Administrator

Attachment

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE
OF GREAT BRITAIN AND IRELAND

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON D C

July 12, 1937

Memorandum No. 725

Coordination of Land Use Planning Activities

I am glad to announce that all branches of the Department which are concerned with land-use planning and related activities have unanimously recommended, after detailed study and discussion, that a central office for the coordination of land-use planning, land policy, and land survey activities be established as a part of the Office of the Secretary. This recommendation expresses a very real desire to avoid duplication and confusion -- to have, instead, cooperation all along the line in achieving common objectives.

At the earliest opportunity the Secretary will recommend that the Congress provide permanently for the necessary machinery and personnel. In the meantime, we can, by fairly simple methods of cooperation, begin to accomplish all the desirable ends which are contained in the report of the departmental group that has given so much thought to this problem.

I think anyone who cares to study the matter will acknowledge that there has been a surprisingly small amount of duplication, working at cross purposes, and confusion in the Department, considering the wholly new, extensive, and varied tasks the organization has undertaken in recent years. But we must also acknowledge that the present situation within the Department is not perfect, that we can increase efficiency, and that we can give still better service to agriculture and the public generally. This was recognized by the officials who participated in formulating the following recommendations for the Secretary:

"A. Functions

That a unit be set up in the Office of the Secretary, to deal with the coordination of existing land use planning work and, wherever necessary, to initiate and stimulate land use planning as it relates to the work of the whole department. This unit should be responsible to the Secretary, but should cooperate with all departmental agencies, units, and bureaus dealing with land use planning. It should consist primarily of a chief, a small technical staff, and liaison representatives from different departmental organizations.

"The chief of the office should be designated Coordinator of Land Use Planning and should be of the same rank as the Directors of Research, Budget and Finance, Extension, etc. The duties and functions of this officer should be as follows:

(1) Represent the secretary in coordination and, wherever necessary, in stimulating the land use planning work of the department

(2) Serve as Executive Officer of the Land Policy Committee and take over some of the functions of that Committee, including the clearance and coordination of land purchases.

(3) Serve as Chairman of the Flood Control Advisory Committee; have general supervision of the work of the Flood Control Coordinating Committee; allocate flood control funds. (The Flood Control Coordinating Committee might well become a division of the Office of Land Use Planning.)

(4) Review and coordinate all survey work, and, whenever necessary, initiate:

Aerial Photography
Soil surveys
Erosion Surveys
Flood control surveys
Land use surveys
Forest surveys

Establish uniform standards for the above.

Establish a system of advance clearance on all survey projects so as to eliminate duplication and have the surveys meet the needs of all agencies, especially the action agencies.

(5) Strive to coordinate survey and land use planning work of the Department with that of State agencies.

(6) Represent the Department on all Committees of the National Resources Committee or its successor, the National Resources Planning Board (S. 2700), that have to do with land use planning.

(7) Cooperate with Chiefs of Bureaus in coordinating land use research, and such research with the survey and planning work.

(8) Cooperate with heads of action agencies in coordinating basic land use policies and programs. Cooperate with the necessary action agencies, State agencies, and associations of farmers in developing practical land use plans on a county or watershed basis, such land use plans to serve as the criteria for integrated Federal aid to agriculture in the county or watershed.

(9) Serve as a member of the Secretary's Coordinating Committee.

"B. Staff

The Coordinator of Land Use Planning should be supplied with a small staff of full time, high grade men. For the present this staff might range from six to a dozen men, depending upon the detailed plans to be worked out by the Coordinator.

"C. Liaison Representatives of the Various Agencies Concerned with Land planning.

Each agency in the department concerned with land planning should be requested to designate a liaison representative whose salary should be paid by the organization which he represents, and who should devote such time as may be required to the work of the Office of Land Use planning. The Liaison representative would be at the call of the Coordinator of Land Use Planning.

"D. Finances

It will be necessary to set up a budget for the Office of Land Use Planning. It is assumed that the various agencies concerned will make contributions toward this budget. It is recommended that the work of the Division of Farm Management and Rural Life in the Bureau of Agricultural Economics be strengthened so that it can render the necessary service to this work. Further, it is recommended that the Land Use Planning work of the Resettlement Administration be organized so as to render maximum service to the whole Department.

(V) Cooperative with State of Kansas in cooperation with the survey and planning work.

(A) Cooperative with State of Kansas in cooperation with the survey and planning work. Cooperative with the necessary action agencies. State agencies, and assistance of farmers in developing practical farm use plans on a county or watershed basis, such as plans to serve as the criteria for integrated Federal aid to agriculture in the county or watershed.

(9) Serve as a member of the Secretary's Coordinating Committee.

B. Staff

The Coordinator of Land Use Planning should be supplied with a small staff of full time, high grade men. For the present this staff should range from six to a dozen men, depending upon the detailed plans to be worked out by the Coordinator.

C. Liaison Representatives of the Various Agencies Concerned with Planning

Each agency in the Department concerned with land use planning should be requested to designate a liaison representative whose salary would be paid by the organization which he represents, and who would advise and assist as may be required in the work of the office of Land Use Planning. The liaison representatives would be at the call of the Coordinator of Land Use Planning.

D. Finances

It will be necessary to set up a budget for the office of Land Use Planning. It is assumed that the various agencies concerned will make contributions toward this budget. It is recommended that the work of the Division of Land Use Planning be financed in the budget of the Department of Agriculture and that it be considered as a necessary service to this work. That is, it is recommended that the Land Use Planning work of the Department be considered as a necessary service to the whole Department.

The Department's budget for 1939 should include at least a small estimate for the Office of Land Use Planning, so as to place the nucleus of the central staff on a permanent basis. But for the time being, most of the personnel and other costs should be met by the cooperating agencies."

I am sure all members of the Department will agree that this program should be put into effect at once. This can be done by designating one of the present officials of the department as Coordinator of Land Use Planning, by delegating to him the authority and responsibilities set forth in the report, and then by asking all agencies concerned to cooperate in every possible way with the Coordinator.

I am therefore designating as Coordinator M. S. Eisenhower who, in addition to his work as Director of Information, has served for the past several years as a member of the Secretary's staff on administrative and policy coordination and as chairman of the Flood Control Advisory Committee. It is only fair to Mr. Eisenhower to have it generally known that the Secretary and I have persuaded him to undertake this task, even though he is extremely reluctant to cut himself loose entirely from the work he has handled heretofore. We have therefore agreed to his request that he undertake these new duties, for the time being at least, on a temporary basis, with the privilege of returning full time to his previous duties after the methods and procedures of coordination have been established and systematized.

Each of the following agencies should confer as soon as possible with Mr. Eisenhower, arrange for the detail of such staff members as may be necessary, and designate a liaison representative: Agricultural Adjustment Administration, Resettlement Administration, Bureau of Agricultural Economics, Extension Service, Soil Conservation Service, Bureau of Chemistry and Soils, Forest Service, Bureau of Biological Survey, and the Bureau of Public Roads.

I want to express to the more than thirty officials who participated in the conferences on this matter the deep appreciation of the Secretary and myself for their constructive, cooperative attitude and valuable suggestions, and to thank H. R. Tolley, A. G. Black, Ernest Wiecking, E. H. Clapp, and Dillon S. Myer for drafting the final report which now is given effect in the functions of the Coordinator of Land Use Planning.

/s/ M. L. WILSON

Acting Secretary

